

## **School District No. 91 (Nechako Lakes)**

### **JOB DESCRIPTION**

#### **TRANSPORTATION – MECHANIC – APPRENTICE**

Rate of Pay: **Band #**

Location: **District Bus Garages**

#### **SUMMARY**

- Provides mechanical services, repairs and maintains school buses and all District vehicles and equipment.

#### **DUTIES**

- repairs, services, and maintains gas and propane powered schools buses, District vehicles, and equipment, including the use of diagnostic testing equipment in accordance with the Motor Vehicle Act, the Commercial Vehicle Inspection Program and School District Policy, Regulations and guidelines
- reads and interprets manuals, determines material and labour requirements and reports on work in progress
- assists with district welding, metal fabricating and repairs to district vehicles
- schedules repairs for district buses and vehicles
- communicates with bus drivers regarding bus repairs and maintenance
- maintains accurate records
- orders parts and supplies as necessary
- inspects and makes recommendations for the purchase or disposal of District vehicles and equipment
- loads and unloads vehicles; transports materials and equipment as required
- operates District vehicles and equipment such as trucks, vans, including a variety of power and hand tools
- provides the basic hand tools common to this trade
- assists in the cleanliness of the shop, work areas, warehouses and grounds
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard
- may be required to assist in other areas of the District Maintenance program, if necessary
- may be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification

#### **QUALIFICATIONS:**

- completion of Grade 12 (Dogwood Certificate)
- valid BC Trade Certification as an Automotive or Heavy Duty Mechanic
- Propane Certification and Commercial Vehicle Inspection Certification
- Air Endorsement
- thorough and current knowledge of the standards, practices, regulations, methods, tools and equipment of the trade
- minimum of four years of experience as mechanic with specific background in medium, heavy duty truck and school buses; inclusive of a minimum of three years of experience working with propane powered vehicles
- welding experience
- physical capability to perform the job duties including working in inclement weather conditions
- understanding of the Motor Vehicle Act and the Commercial Vehicle Inspection Standards
- ability to communicate effectively using courtesy, tact and discretion in dealing with requests, complaints and clarification of information
- ability to use judgement to interpret, analyze and modify methods and procedures
- Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
- valid Class 5, B.C. Driver's License and private vehicle
- an exemplary driving record as demonstrated by a current driver's abstract

**N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.**