

# School District No. 91 (Nechako Lakes)

## JOB DESCRIPTION

### TRANSPORTATION – LABOURER

Rate of Pay:

Location: **District Bus Garages**

#### **SUMMARY**

- Assists the certified mechanic with minor mechanical services to school buses and all District vehicles and equipment and maintains the cleanliness of buses.

#### **DUTIES & RESPONSIBILITIES**

- assists with minor mechanical services to school buses and all District vehicles and equipment.
- washes and cleans buses; does minor interior repairs
- loads and unloads vehicles; transports materials and equipment as required
- operates District vehicles and equipment such as buses, trucks, vans, including a variety of power and hand tools
- 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

#### **QUALIFICATIONS**

##### **KNOWLEDGE**

- completion of Grade 12 (Dogwood Certificate)
- valid Full-privilege Class 5, B.C. Driver's License and Air Endorsement with an exemplary driving record as demonstrated by a current driver's abstract

##### **EXPERIENCE**

- three months of relevant experience
- Workplace Hazardous Materials Information System (WHMIS) Certificate and Familiarity with Work Safe BC safety procedures

##### **SKILLS & ABILITIES**

- physical capability to perform the job duties, including working in inclement weather conditions
- ability to communicate effectively using courtesy and tact in the exchange of data or information
- ability to use judgment in applying clearly established methods and procedures
- basic ability to use computers

Implemented: April 1999

Revised: March 2007

Reviewed: March 2007

**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.**