

JOB IDENTIFICATION:

Mechanic

JOB SUMMARY:

Under the supervision of the Secretary-Treasurer and the direction of the Operations Foreman, maintains and repairs all vehicles and equipment.

DUTIES AND RESPONSIBILITIES:

01. repairs and maintains school buses and a variety of other vehicles and equipment in accordance with the B.C. Motor Vehicle Act, involving the use of diagnostic testing equipment. Welding and the repair of electrical controls
02. reads and interprets drawings and specifications
03. requisitions materials and reports on work in progress
04. maintain and update Preventative Maintenance Program for buses and ensure all forms and paperwork are current
05. assists in planning, tendering, estimating, budget development, cost control, completion of forms and maintenance of records for the transportation department
06. operates School District vehicles and equipment
07. performs bus driving duties as assigned
08. may, on occasion, be required to perform other job-related duties as assigned
09. provides a good role model
10. displays good interpersonal skills
11. maintains safe work practices

QUALIFICATIONS:

01. grade 12 or equivalent
02. B.C. or Interprovincial Trades Qualification
03. previous experience in a related field
04. physical capability to perform duties
05. valid B.C. Class 2 driver's licence with air certification
06. B.C. Bus Driver Safety Course
07. working knowledge of operation and servicing of buses
08. propane refuelling certification