

# MECHANIC HELPER

**Division: 3 (Transportation)**

**Reports to: Transportation Supervisor**

## **Job Summary**

With regular direction by a Mechanic, the Mechanic Helper performs vehicle maintenance, operates a school bus and supervises passengers. He/she works cooperatively with other employees, students, parents and the public.

## **Duties and Responsibilities**

- Performs duties as outlined for a Bus Driver.
- Performs minor repairs and assists Mechanic with repairs to vehicles.
- Performs preventative maintenance such as lubrication, oil changes, and visual inspection of vehicles.
- Assists Mechanic with regular safety checks of vehicles.
- Cleans shop, including emptying garbage cans and replacing fluorescent tubes.

## **Tools and Equipment Used**

Hand tools, power tools, air tools, chain hoist, welders, school bus, wheelchair lifts and restraint systems, tire chains, cleaning equipment and other mechanic's equipment.

## **Required Knowledge, Ability, Skills**

- Completion of Grade 10 or equivalent.
- A valid B.C. Class 2 driver's license with air endorsement.
- Up-to-date knowledge of traffic and safety regulations.
- Basic mechanical knowledge and skill related to a motor vehicle.
- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Good health and strength sufficient to perform the required manual tasks.
- Ability to demonstrate fine manual dexterity.
- Ability to work in confined areas and heights.
- Ability to use courtesy and tact in settling complaints, requests, and clarification of information in contacts with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

Originated: July 1, 1994

Revised: April 29, 2014

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