

MECHANIC

Division: 3 (Transportation)

Reports to: Transportation Supervisor

Job Summary

With minimal direction by a Crew Chief, a Mechanic performs safety inspections and mechanical maintenance of school district vehicles. He/she works cooperatively with other employees, students, parents and the public.

Duties and Responsibilities

- Performs mechanical safety inspections in accordance with Provincial standards and prepares and files reports with the appropriate government agency.
- Diagnoses problems, repairs and services vehicles.
- Coordinates the workload of Mechanic Helpers or other transportation employees.
- Supervises apprentices.
- Designs and fabricates parts and equipment to enhance safety and/or performance of equipment.
- Cleans shop, including emptying garbage cans and replacing fluorescent tubes.
- Repairs and maintains tools and equipment used in the shop.
- Purchases parts and tools required to effect repairs.
- Reports work completed including time and material used.
- Lifts and moves parts and supplies.
- Performs duties as outlined for Bus Driver.

Tools and Equipment Used

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

Required Knowledge, Ability, Skills

- High School diploma or equivalent.
- A valid B.C. Class 2 driver's licence with air endorsement.
- A valid B.C. or Inter-provincial Automotive Mechanic's Licence.
- A valid B.C. Gas Fitter's licence and valid B.C. propane fuelling licence.
- A valid B.C. Air Care Program certificate.
- A valid B.C. Motor Vehicle Inspection licence.
- Good health and strength sufficient to perform the required manual tasks.
- Up to date knowledge of traffic and safety regulations.

- Knowledge of health and safety procedures, including Workplace Hazardous Materials Information System and Workers' Compensation Board regulations.
- Ability to work in confined areas and heights.
- Ability to demonstrate fine manual dexterity.
- 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.
- Ability to work with constant interruptions.
- Ability to plan and schedule work and organize workload effectively.

Originated: July 1, 1994
Reviewed: April 4, 2014
Mechanic