

JOB DESCRIPTION

MECHANIC

A. Job Title:

Mechanic

B. Job Function:

An employee in this classification is engaged in the repair and maintenance of all district vehicles and equipment.

C. Reporting to:

Director of Operations or designate

D. Illustrative Examples of Work:

1. Repairs buses, vehicles and equipment
2. Performs regular and routine preventative maintenance
3. Performs motor vehicle inspections
4. Assists in drawing up specifications for purchasing or replacing of district vehicles and equipment
5. Tracks consumption and storage of fuel
6. Maintains logbook for all district vehicles and grounds equipment
7. Carries out welding projects
8. Maintains equipment, tools, and inventory
9. Keeps shop clean and orderly
10. Drives school bus in emergencies
11. Picks up and delivers equipment, furniture and freight

12. Removes snow and ice and sands or salts from parking areas, sidewalks and driveways
13. Performs other job-related duties

E. Required Abilities and Qualifications:

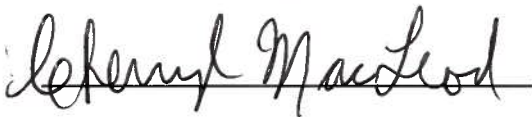
1. Grade 12 or equivalent
2. Certificate of Qualification in the trade and inter-provincial endorsement (red seal)

AND

A secondary qualification or experience as an Automotive Mechanic, Commercial Transport Vehicle Mechanic or Heavy Duty Mechanic

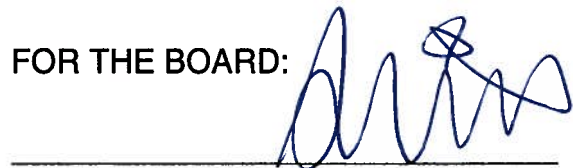
3. Valid Class 2 Driver's License with Air Endorsement
4. WHMIS Certificate
5. Proficient in Gas/Electric welding and fabrication
6. Certified in propane conversions
7. Physical ability to perform the job duties
8. Ability to communicate effectively
9. Ability to work co-operatively with the public, staff and suppliers
10. Ability to work independently

FOR THE UNION:



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FOR THE BOARD:



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GL/hblv
REVISED: Jan. 21, 2011
August 2004
NEXT SCHEDULED REVISION: Jan, 2016
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