

SCHOOL DISTRICT #64 (Gulf Islands)
DRAFT Job Description
Mechanic

SUMMARY

Under direction, performs inspection, maintenance, repair, alteration and modification of district school buses, vehicles and grounds-keeping equipment.

DUTIES

- Inspects, repairs and maintains district school buses, vehicles, and ancillary equipment in accordance with the Motor Vehicle Standards Act; operates Vehicle Diagnostic and other computer systems
- Receives, prepares, compiles and maintains service and safety records to industry standards
- Conducts commercial vehicle inspections per CVSE requirements on district fleet
- Researches, orders, receives and ships, and inventories equipment and replacement parts
- Adheres to established safety protocols
- Maintains tools, equipment and a clean, safe working environment
- Monitors and operates fleet radio systems
- Maintains and operates welding equipment
- Performs preventative maintenance and repairs on facility generators
- Operates school bus when required

Performs other assigned comparable duties within the area of knowledge and skills required by the job description

QUALIFICATIONS

- Grade 12
- B.C. or Interprovincial Trade Ticket in one or more of the following:
 - Auto Mechanics with air brakes repair certification
 - Heavy-Duty Mechanics
 - Commercial Transport
- Valid B.C. Class 2 driver's license
- Valid ICBC-certified air brake endorsement
- Certification as a Commercial Vehicle Inspector
- Three years' experience as a journeyman mechanic
- Working knowledge of safe loading/lifting techniques
- Documented evidence of exemplary interpersonal skills and ability to work independently as a member of a team

RELATIONSHIPS

- Responsible to Director of Operations

APPROVED

On behalf of:
School District #64 (Gulf Islands)

Original signed by:
Jill Jensen
Secretary Treasurer

On behalf of:
CUPE Local 788

Original signed by:
Angela Thomas
President

Classification: Operations VI
JJEC approved date: February 8, 2024