

SCHOOL DISTRICT #64 (Gulf Islands)
Job Description
Mechanic – Transportation Coordinator

SUMMARY

Under direction, maintains district vehicles and ancillary equipment; facilitates training of district bus drivers.

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
- Maintains and operates welding equipment and vehicle lifts to WBC Standards
- Receives, prepares, compiles and maintains service and safety records to industry standards
- In consultation with Director, defines, evaluates and coordinates bus routes
- Researches, orders, receives and ships, and inventories equipment and replacement parts
- Monitors and operates fleet radio systems
- Facilitates training of district bus drivers
- Operates school bus when required
- In consultation with Director, assesses road conditions and communicates information as 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 Auto Mechanics with air brakes endorsement and/or Heavy Duty Auto Mechanics
- Valid B.C. Class 2 drivers' license
- Valid ICBC certified air brake endorsement
- Certification as a Vehicle Inspector
- Three years' experience as 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 Facilities and Transportation

APPROVED

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

Original signed by:

Jesse Guy
Secretary Treasurer

December 13, 2019

On behalf of:
CUPE Local 788

Original signed by:

Larry Melious
President

December 13, 2019

Classification: Operations VI

JJEC approved date: November 14, 2019