

SCHOOL DISTRICT NO. 5 (SOUTHEAST KOOTENAY)

JOB DESCRIPTION

JOB TITLE: JOURNEYPERSON MECHANIC

JOB SUMMARY: An employee hired to perform skilled mechanical work.
Cross-trade co-operation will be expected.
The employee is responsible to the Manager of Operations or designate.

QUALIFICATIONS REQUIRED:

1. British Columbia Journeyperson Mechanic Certification (Red Seal)
2. British Columbia Class 2 driver's license with air endorsement or willing to obtain
3. Minimum four years' experience in the mechanical trade.
4. Commercial Transport Mechanic Certification or willing to obtain.
5. Commercial Vehicle Inspection License or willing to obtain.
6. Some experience in welding and sheet metal fabrication would be an asset.
7. Computer skills would be an asset

MUST HAVE THE ABILITY TO:

1. Communicate effectively, orally and in writing.
2. Work under pressure, multi-task and meet deadlines.
3. Understand, keep current and apply guidelines, regulations, codes, and accounts from various Ministries and/or enforcing agencies, pertaining to the position.
4. Be self-directed, work independently and/or work collegially in a team environment.
5. Work with disagreeable situations and adverse conditions from time to time.
6. Operate, maintain, and repair a wide variety of specialized tools and equipment.
7. Solve problems related to the job.
8. Read and understand specialized and technical material related to the position.
9. Maintain confidentiality.
10. Develop work methods in agreement with Manager of Operations or designate for assigned tasks.
11. Perform the physical requirements of the job.

RESPONSIBILITIES AND DUTIES:

1. Inspect, diagnosis, and repair district school buses, fleet vehicles, and related equipment.
2. Perform functions such as:
 - purchase supplies, parts, and equipment
 - schedule, complete preventative maintenance, and maintain records for fleet vehicles
 - prepare budgets and inventory management

RESPONSIBILITIES AND DUTIES:

- estimate and bill costs
 - supervise staff to assist on assigned tasks
3. Ensure employee compliance to all guidelines, codes, regulations, and acts relating to the position.
 4. Replace school bus drivers on short notice from time to time.
 5. Be available on call when required.
 6. Provide information to Manager of Operations or designate of potentially serious and/or dangerous situations.
 7. Liaise with school district personnel, various ministries and enforcing agencies, and inspectors.
 8. Maintain, clean, service, adjust or repair tools and equipment related to the position.
 9. Perform other job-related duties.