



# MECHANIC

JOB DESCRIPTION | JUNE 2024

## NATURE AND SCOPE OF WORK

The Mechanic maintains and inspects all School District buses, vehicles, and equipment to ensure compliance with district policies, the Motor Vehicle Act, and all other local, provincial, or federal regulations relating to the operation of school district fleet assets. In consultation with the Director of Operations and Transportation Supervisor, this position plans, schedules, and completes preventive maintenance, unplanned repairs, and all other duties as assigned to ensure maximum availability of vehicles in a safe, road worthy condition to meet service requirements.

## SPECIFIC RESPONSIBILITIES

- Repair and maintain district school buses, vehicles, and other equipment to a safe operating standard.
- Inspect and certify school buses, trucks, trailers, including fuel and air brake systems for compliance with the Motor Vehicle Act and Regulations.
- Respond to in-field breakdowns.
- Research and order parts and replacement equipment as authorized by the Director of Operations or Transportation Supervisor.
- Act as a subject matter expert in the maintenance and operation of School District fleet equipment.
- May be asked to demonstrate proper technique of operator's or bus driver's daily or weekly maintenance tasks for vehicles and equipment.
- Clean and undertake minor cosmetic repairs of buses and vehicles as needed.
- Maintain a positive working relationship with school administrators, parents, staff, and students.
- Maintain a positive working relationship with fleet and equipment users and operators.
- Work from oral and/or written instruction and to established procedures.
- Act as a standby bus driver as required.
- Practice good driving habits and defensive driving.
- Other related duties as required.

## QUALIFICATIONS (Required Knowledge, Skills and Abilities)

- Possess a valid BC Trades Qualification or Interprovincial Trades Qualification for heavy duty mechanical repair or commercial transport repair.
- Minimum two years of journeyman experience performing mechanical work for commercial transport repair (buses).

## **QUALIFICATIONS** (Required Knowledge, Skills and Abilities)

- Possess a current valid BC Drivers' License, Class 2, with airbrake endorsement.
- Commercial Vehicle Inspector certification preferred.
- Thorough knowledge of the BC Motor Vehicle Act and Commercial Vehicle Safety Enforcement (CVSE) Regulation.
- A clear understanding of all bus driving functions, procedures, and equipment.
- Automotive mechanical repair would be considered an asset.
- Ability to speak, read, and write English.
- Physically capable of performing all facets of mechanical repair and bus driving.
- Ability to work with a high degree of independence on assigned projects.

## **REQUIRED LICENSES, CERTIFICATES AND REGISTRATIONS**

- Possess a valid BC Trades Qualification (TQ) or Interprovincial TQ for heavy duty mechanical repair or commercial transport repair.
- Possess a current valid BC Drivers' License, Class 2, with airbrake endorsement.
- Commercial Vehicle Inspector certification preferred.
- Possess, maintain, and provide as needed a clean Driver's Abstract.
- A clear Criminal Record Check to be updated every five years.
- Grade 12 Diploma preferred.

## **RELATIONSHIPS**

- Maintains a positive working relationship with school administrators, parents, staff, and students.
- Liaises and coordinates with external service providers and contractors.
- Maintains a positive working relationship with all District fleet operators.

## **REPORTING STRUCTURE**

- Reports to Director of Operations and Transportation Supervisor.

## **THE FOLLOWING COMMITMENTS ARE ESSENTIAL TO ALL POSITIONS WITHIN CAMPBELL RIVER SCHOOL DISTRICT**

- Commitment and adherence to workplace policies, procedures and practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **CLASSIFICATION**

- This position's classification is Maintenance Trades and has a pay rate in accordance with Schedule A of The Canadian Union of Public Employees – Local 723 Collective Agreement.