

2.0. Human Resources

2.B. Position Descriptions

MECHANIC

Policy Reference: EL-1.2

Reviewed by Committee: March 14, 2023

Works under the direction of the Director of Operations and Garage Foreman to repair and maintain the school bus fleet. Must be a journeyman mechanic or be willing to participate in an apprenticeship program. Must have, minimum, a Class 2 driver's license and provide a driver's abstract. Must provide own hand tools and be proficient in the operation of various shop equipment such as an engine analyzer, wheel balancer, brake drum lathe and diagnostic equipment.

RESPONSIBILITIES and DUTIES

- 1.0 Repair and maintain buses to ensure their safe and efficient operation**
 - 1.1 Carry out maintenance procedures using accepted trade practices
 - 1.2 Practice sound preventative maintenance strategies (e.g. replace worn or defective parts prior to failure)
 - 1.3 Confer with supervisor to solve maintenance problems
 - 1.4 Analyze vehicle logbook entries prior to maintenance
 - 1.5 Recommend to supervisor any modifications or addition of optional equipment or parts to buses
 - 1.6 Report any unusual bus defects, vehicle damage, or suspected vehicle abuse to supervisor

- 2.0 Ensure that the bus maintenance facility operates in a safe, efficient and professional manner**
 - 2.1 Secure the facility when required
 - 2.2 Report any building defects to supervisor
 - 2.3 Carry out supervisor's directives with regard to keeping the building clean and in good repair
 - 2.4 Respond to base station during designated hours and during peak periods when buses may be operated during abnormal conditions (e.g. storms)
 - 2.5 Utilize all safety equipment when required (e.g. safety glasses, welding helmets, hearing protection and other protective equipment)

- 3.0 Generate all documentation as requested**
 - 3.1 Complete work orders for work performed
 - 3.2 Complete all forms as required by Board policy and/or provincial regulations for work performed (e.g. brake inspection certificates, release form for annual driver's abstract, motor vehicle inspection certificate, etc.)
 - 3.3 Assist with annual inventory at year end
 - 3.4 Check e-mail and utilize Atrieve HR as required

4.0 Perform other related duties as assigned