



Mechanic

Position Profile: The mechanic is responsible for general repair and maintenance of the school division's fleet of vehicles.

Directly Reports To: Shop Foreman

In-Directly Reports: Transportation Manager

Duties & Responsibilities

A mechanic shall perform such duties and responsibilities as may be assigned including but not limited to the following:

- General repair and maintenance of the Division bus fleet to ensure student transportation is provided with due regard for safety
- Complete mechanical duties to industry standards of safety and efficiency
- Assist in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
- Promptly advise the Shop Foreman of any mechanical issues or damage of division fleet vehicles
- Assist in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
- Assist in annual safety inspections of all other vehicles owned by the Division.
- Assist in the completion of forms associated with the annual safety inspection of buses.
- Complete regular service on buses and other division-owned vehicles.
- Maintain a log on all vehicles itemizing all repairs and associated costs.
- Assist other garage personnel with heavy or two person tasks.
- Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items.
- Advise the Shop Foreman when drivers are misusing buses, failing to keep them clean or otherwise failing to fulfill their duties pertaining to bus care.
- Maintain immediate work area or bay in a safe and orderly state.
- Assist in the cleaning and organizing of common areas in the garage.
- Deliver and pick up buses as required.
- Ensure that spare buses are cleaned, fueled and ready for the next user.

- Keep the Shop Foreman informed of the status of repairs
- Responsible for inventories of assigned tools and equipment.
- Maintains work area in a safe, clean, and orderly condition; maintains equipment
- Represents the Division in a positive, professional manner
- Other duties as assigned by the Shop Foreman

Competencies, Skills and Abilities

- **Quality & Organization of Work**
Demonstrated ability to independently.
- **Adaptability & Flexibility**
A mechanic must demonstrate their ability to prioritize. This may involve changes to work load, times, locations and while being responsive to the needs of the school division.
- **Communication**
A mechanic must have superior interpersonal and communication skills and be able to communicate professionally with administration and bus drivers.
- **Job Knowledge**
A mechanic must have a specialized knowledge to perform maintenance and repair on school buses, light duty trucks, SUV's, and cars. Knowledge of safe working methods and procedures.
- **Cooperation & Teamwork**
A Mechanic must be able to work with staff and provide appropriate information and support in a timely manner. Must work collaboratively with the Shop Foreman, other mechanics and with other staff on a daily basis. Must have the ability to be a team player and work independently with minimal supervision.
- **Attitude**
A Mechanic must present a positive and professional attitude towards others, their work, and the division and conduct oneself in a manner appropriate to an educational institute that provides services to children.
- **Confidentiality**
At no time should a Mechanic discuss, in public, information pertaining to employees, students or the operation of the division. A Bus Driver is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.
- **Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms.

The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move more than 125 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, and ability to focus during the hours of daylight and darkness.

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to inside and outside environmental conditions; moving mechanical parts; high, precarious places; fumes or airborne particles, toxic or caustic chemicals; high heat; open flame; risk of electrical shock and vibration. Occasional driving during the hours of darkness; inclement weather; hazardous road conditions. The noise level in the work environment is usually moderate to loud.

Education & Qualifications

- Valid Drivers license
 - Journeymen Certification in Mechanics
 - Minimum 3 years experience
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