

2.0. Human Resources

2.B. Position Descriptions

MECHANIC FOREMAN

Policy Reference: EL-1.2

Works under the direction of the Director of Transportation to repair and maintain the school bus fleet and maintenance facility, to supervise garage staff, and to process all paperwork. Must be a journeyman mechanic and have a minimum of 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 under his/her jurisdiction to ensure safe and efficient operation

- 1.1 Carry out maintenance procedures using accepted trade practice
- 1.2 Schedule routine maintenance to optimize personnel time
- 1.3 Practice sound preventative maintenance strategies (e.g. replace worn or defective parts prior to failure)
- 1.4 Allocate standby buses to replace regular buses during maintenance periods and to accommodate field trips as required
- 1.5 Confer with Director of Transportation to solve maintenance problems
- 1.6 Analyze vehicle log book entries prior to maintenance
- 1.7 Make provision for emergency repairs
- 1.8 Recommend to Director of Transportation any modifications or addition of optional equipment or parts to buses
- 1.9 Report any unusual bus defects, vehicle damage, or suspected vehicle abuse to the Director of Transportation

2.0 Ensure that the maintenance facility under his/her jurisdiction operates in a safe and efficient manner

- 2.1 Report any building defects to the Director of Transportation
- 2.2 Keep building clean and in good repair
- 2.3 Control the security of the facility
- 2.4 Purchase small tools and normally used bus parts with the budgetary funds allocated
- 2.5 Respond to base station during designated hours and during peak periods when buses may be operated during abnormal conditions (e.g. snow storms)
- 2.6 Utilize all safety equipment when required (e.g. safety glasses, welding helmets, and other protective equipment)
- 2.7 Maintain inventory at a workable minimum

3.0 Supervise garage staff during working hours

- 3.1 Organize staffing of bus garage for designated hours
- 3.2 Assign work to garage staff
- 3.3 Report to the Director of Transportation any incidents of insubordination, absenteeism, etc.
- 3.4 Provide technical assistance to mechanics when required
- 3.5 Continually upgrade skills and knowledge of fleet and equipment through training
- 3.6 Ensure staff access to information under WHMIS (Workplace Hazardous Material Information System)
- 3.7 Ensure uniforms are neat and worn during working hours

4.0 Ensure that all documentation is completed as requested

- 4.1 Complete purchase orders for material and services purchased
- 4.2 Complete work orders for work performed
- 4.3 Complete all forms as required by Board policy and by provincial regulations for work performed (e.g. motor vehicle inspection certificate, brake inspection certificates, release form for annual driver's abstract, etc.)
- 4.4 Provide annual inventory at year end
- 4.5 Complete time sheets semi-monthly
- 4.6 Submit paperwork to division office on a regular basis