

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **MECHANIC**

##### **Policy Reference: EL-1.2**

Works under the direction of the Director of Transportation 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 log book 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 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