

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: Trades - Mechanic
Job No: 319

POSITION SUMMARY: Under the supervision of the Transportation Manager, the incumbent will perform duties related to the inspection, maintenance, repair, alteration and modification of district vehicles and grounds-keeping equipment.

POSITION DUTIES AND RESPONSIBILITIES:

- Inspect, repair and maintain district buses, vehicles and other equipment utilizing a variety of tools, hoists, floor jacks and materials.
- Perform routine and preventative maintenance.
- Prioritize and plan work, select appropriate construction techniques, equipment and materials to achieve the objective of projects/work orders.
- Perform maintenance duties using a variety of trade skills.
- Liaise with administrators, teachers, managers and supervisors to determine specific needs.
- Liaise with other trades to ensure the projects/work orders are completed safely, accurately and in a timely manner.
- Order supplies and equipment as required to perform duties.
- Perform all work in accordance with applicable statutes, regulations and codes, including District safety procedures.
- Maintains and repairs alternate fuel vehicles.
- Maintains tools, equipment and a clean, safe work environment.

REQUIRED EDUCATION AND EXPERIENCE:

- Grade 12.
- Interprovincial Trade Certification as a mechanic which includes an in-class training component of 840 hours (28 weeks) and 182 weeks (6360 hours) of apprenticeship training.
- Must possess and maintain a valid B.C. Class 2 Driver's License with air brake endorsement.
- Commercial transport inspection certification with air brake endorsement preferred.
- Pressure Fuel Certification is an asset.

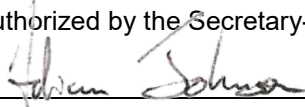
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to understand and carry out verbal and written instructions.
- Ability to read and interpret blueprints, schematics, work sketches and specifications.
- Thorough and current knowledge of the standards, practices, regulations, methods, tools and equipment of the trade.
- Ability to perform a variety of skilled tasks in the repair, fabrication and maintenance of parts and equipment.
- Ability to use courtesy, tact and discretion to deal with or settle requests, complaints or clarification of information.
- Ability to use judgement and initiative in identifying, adapting and applying procedures and approaches to address unusual problem situations and resolve most conflicts.
- Physically capable to perform the duties of the job.
- Working knowledge of computers, computer diagnostics and fleet software.
- Ability to work with minimal supervision.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: _____



Date: May 2, 2022