



Journeyperson Mechanic Administrative Procedure 2.B.40

2.0 Human Resources
2.B. Position Descriptions

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Legal Reference:

Date Adopted: August 2000

Date Amended: October 2006, June 2012, February 2022

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public-school system.

The Journeyperson Mechanic operates as part of the Transportation team that provides efficient, respectful and effective service to the division.

GENERAL POSITION DESCRIPTION

The Journeyperson Mechanic is responsible for the maintenance of the Division's fleet and works under the supervision of the Transportation Supervisor and the direction of the Head Mechanic

RESPONSIBILITIES AND DUTIES

- Arranges bus inspections as required (including safeties and preventative maintenance) for the purpose of ensuring buses are ready to be on the road the first day of school
- Attends in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Coordinates with Head Mechanic for the purpose of completing projects and work orders on time.
- Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Inspects assigned vehicles (e.g. brake systems, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.

- Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Maintains tools, equipment and/or shop area for the purpose of ensuring safety with the workspace.
- Performs minor body work (e.g. front ends, fenders, etc.) for the purpose of maintaining the appearance and safe operations of the vehicles.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, brake check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.
- Schedules and conducts Safety Inspections as per provincial guidelines.
- Performs such other duties as may be assigned from time to time.

SKILLS/QUALIFICATIONS

- Truck and Transport Mechanic Certificate and experience working as a School Bus technician, automotive technician or Mechanic on school buses (or equivalent)
- Grade 12 or equivalent
- Diagnostic software experience
- MB Class 2 Driver's License and a School Bus Operator's certificate preferred
- School Bus Safety Inspection Certificate (or willing to obtain)
- Ability to work in a team environment
- WHMIS Training