

School District No. 53 (Okanagan Similkameen)

Job Description

JOB TITLE: MECHANIC

JOB NO: 319

RESPONSIBLE TO: Director of Facilities

JOB SUMMARY: Under the supervision of the director of facilities and the guidance of the leadhand, the mechanic provides journeyman level skilled mechanical services for district fleet and equipment.

ILLUSTRATIVE EXAMPLES OF JOB DUTIES AND RESPONSIBILITIES:

1. test, repair, inspect (including motor vehicle inspections), service, and perform regular and routine maintenance on district fleet and equipment;
2. read and interpret schematics;
3. may be required to drive school bus on occasion ;
4. prioritize work assignments, order supplies/materials, and recommend purchase of equipment;
5. determine appropriate methods and materials for timely and efficient project completion;
6. maintain records, forms and documents;
7. maintain a clean and safe work environment;
8. keep current by participating in job-related training and staff development;
9. communicate positively and effectively, and interact as a collaborative and consultative team member;
10. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual, WorkSafeBC regulations, Motor Vehicle Act, and National Safety Code;
11. maintain confidentiality; and
12. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus certification as journeyman heavy duty equipment mechanic or truck and transport mechanic (as set out in the BC Industry Training Authority Act or equivalent inter-provincial technical qualifications), and Commercial Inspection Certificate;
2. BC Class 2 driver's licence with air endorsement and safe driving record (driver abstract required);
3. thorough understanding of the Motor Vehicle Act and National Safety Code;
4. demonstrated ability and knowledge of autobody repair, and gas and electric welding;
5. demonstrated computer skills;
6. demonstrated ability to work as part of a team;
7. effective communication skills in verbal, written and electronic format;
8. strong problem-solving and organization skills; and
9. physical ability to perform all aspects of the position.

Note: Mechanic is required to supply own tools

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Note: Clear criminal record checks are required prior to employment with the district.