

Okanagan Similkameen School District No. 53

Job Description

JOB TITLE: MECHANIC

JOB NO: 319

RESPONSIBLE TO: Director of Facilities

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

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 as replacement;
4. liaise with and support to contractors regarding projects in consultation with supervisor;
5. request quotes from suppliers as directed by supervisor;
6. prioritize work assignments, order supplies/materials, recommend purchase of equipment and initiate work orders;
7. determine appropriate methods and materials for timely and efficient project completion;
8. maintain records, forms and documents;
9. maintain a clean and safe work environment;
10. participate in job-related training and staff development;
11. communicate positively and effectively, and interact as a collaborative and consultative team member;
12. 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;
13. maintain confidentiality; and
14. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. journeyman certification as set out in the BC Industry Training Authority Act (or equivalent inter-provincial technical qualification) as: heavy duty mechanic with BC Commercial Vehicle Inspector certification OR truck/transport mechanic with BC Commercial Vehicle Inspector certification OR automotive mechanic with BC Commercial Vehicle Inspector certification with air brake repair endorsement;
2. proven knowledge and/or previous experience working on electric buses;
3. BC Class 2 driver's licence with air endorsement and safe driving record (driver abstract required);
4. thorough understanding of the Motor Vehicle Act and National Safety Code;
5. demonstrated ability and knowledge of autobody repair, and gas and electric welding;
6. demonstrated computer skills;
7. ability to take direction from supervisor(s) and work as part of a team;
8. effective communication skills in verbal, written and electronic format;
9. strong problem-solving and organization skills; and
10. physical ability to perform all aspects of the position.

Note: Mechanic is required to supply own tools

Rev July 23, 2024

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