



School District 8  
Kootenay Lake

Group: CUPE

Title: Journeyman Mechanic

Dept.: Operations

Location: Nelson/Creston Operations

**Position Description:**

Performs inspection, maintenance, repair, alteration and modification of district school buses, vehicles, and grounds-keeping equipment. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees, dealers, and regulatory bodies. Plans and coordinates projects and makes decisions independently.

**Reports to:**

Director of Operations or designate.

**Direct Reports:**

N/A

**Duties & Responsibilities:**

- Inspects, repairs, and maintains district buses, vehicles, and other equipment utilizing a variety of tools, hoists, floor jacks, welders, and materials.
- Performs all work in accordance with applicable statutes, regulations, and codes.
- Implements a preventive maintenance program in accordance with the applicable legislation and programs.
- Maintains the vehicle inspection facility licensing standards.
- Establishes and maintains up-to-date records on district vehicles including inspections, repairs, services, and maintenance.
- Reports on parts and supplies inventory levels. Orders supplies and equipment.
- Reports on work in progress and completed projects, including time and materials used.
- Maintains tools, equipment, and a clean, safe work environment. Reports on unsafe conditions.
- Unloads, loads, and transports job related materials and equipment.

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.*

## **Job Requirements: Minimum Qualifications**

### **Education & Experience:**

- Grade 12
- Class 5 Drivers License
- Air brake endorsement, including repair, will be required within 4 months of accepting the position.
- Interprovincial Trade Certification as a mechanic (includes in-class training and apprenticeship training).
- Commercial Vehicle Inspector Certification will be required within 4 months of accepting the position.
- Two years of related work experience at the journeyman level.

### **Skills & Knowledge & Abilities**

#### **SKILLS:**

- Skilled in the inspection, maintenance, repair, alteration, and modification of school buses, vehicles, and grounds-keeping equipment.

#### **KNOWLEDGE:**

- Knowledge of applicable statutes, regulations, and codes.

#### **ABILITY**

- Ability to inspect, repair, and maintain school buses, vehicles, and other equipment.
- Ability to utilize a variety of tools, hoists, floor jacks, welders, and materials.
- Ability to communicate effectively.
- Ability to work co-operatively with employees, suppliers, dealers, and regulatory bodies.
- Ability to work independently.

#### **RESPONSIBILITY**

- Performs work in accordance with applicable statutes, regulations, and codes.
- Required to work with a high degree of independence on assigned projects.
- Understanding and knowledge of safe working practices, board policies, and administrative procedures.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.

#### **WORKING ENVIRONMENT**

- Work is physically demanding and may involve sitting, walking, standing, stooping, reaching, lifting, working at heights, and carrying equipment for extended periods.
- Work is primarily indoors in well-lit and heated buildings but will require outside work in all environments.
- There will be extensive travel within the district throughout the calendar year driving in all types of weather.
- Must be able to work with minimal supervision.
- Work can involve time pressures, interruptions, and emergency calls.

**SALARY:**

- Wages and employment benefits per CUPE collective agreement.

**KEY RELATIONSHIPS:**

Good Working relationship with:

- School District 8 staff
- Vendors and Contractors
- Regulatory Bodies

Next scheduled revision: Fall, 2029

Reviewed: February 7, 2025