



School District 8
Kootenay Lake

Group: CUPE

Title: Leadhand Journeyman Mechanic

Dept.: Operations

Location: Nelson Operations

Position Description:

Oversees and coordinates the work of mechanics and school bus maintenance staff. Coordinates and directs projects and preventative maintenance programs. Assigns or assists with allocation of resources to carry out maintenance, repair, and upgrading of district vehicles and equipment. Performs trades work. Required to work with a high degree of independence on assigned projects. Works cooperatively with other employees, students, and the public. Plans and coordinates projects and makes decisions independently.

Reports to:

Director of Operations or designate.

Direct Reports:

Mechanics

Duties & Responsibilities:

- Implements a preventive maintenance program in accordance with ICBC and Ministry of Transportation requirements.
- Maintains the vehicle inspection facility licensing standards.
- Establishes and maintains up-to-date records on all District vehicles including inspections, repairs, maintenance undertaken and servicing recommendations.
- Coordinates and assigns work of mechanics and school bus maintenance staff. Prioritizes and checks work for accuracy and completeness.
- Gives advice, guidance, and applicable training to other employees.
- Trains and orients employees on departmental procedures and regulations. Organizes cross training opportunities.
- Maintains quality and accuracy of work of support staff. Contributes to performance evaluation.
- Assists in selection of job applicants.
- Coordinates departmental activities with shop staff.
- Schedules and executes projects within predetermined guidelines. Reviews expenditures reports and discusses variances with the supervisor/manager.

- Ensures compliance by crews and contractors with relevant safe work procedures.
- Reports unsafe conditions and ensures completion of all accident and incident reports.
- Orders materials and maintains availability of parts, supplies, and equipment.
- Establishes and maintains up-to-date records on district vehicles including inspections, repairs, services, and maintenance.
- Prepares cost estimates for labor and material for projects.
- Loads and unloads vehicles. Transports materials and equipment. Cleans, checks, and confirms operational safety of vehicle.
- Performs Journeyman Mechanic duties as required.
- Cleans, checks, and confirms operational safety of assigned vehicle.

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.
- Heavy Haul endorsement 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.
- Experience with computerized diagnostic equipment.
- Two years of related work experience at the journeyman level.
- 3 month supervisory experience preferred

Skills & Knowledge & Abilities

SKILLS:

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

KNOWLEDGE:

- Knowledge of applicable statutes, regulations, and codes.
- Knowledge and/or experience with computerized record keeping systems.

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