



Mechanic

[Position Description](#) / [Qualifications](#)

OVERVIEW

Responsible to the appropriate Supervisor through the assigned foreman. Undertakes preventative maintenance and repairs to all Board vehicles and grounds equipment.

POSITION DESCRIPTION

Mechanic

MC – 1

Responsible to the appropriate supervisor through the assigned foreman.

MC – 2

Undertakes preventative maintenance and repairs to all School Board vehicles and grounds equipment.

MC – 3

Establishes a preventative maintenance program and maintains a service log for all School Board owned equipment and vehicles including service inspections and repairs.

MC – 4

Routinely inspects all vehicles and consults with each operator to schedule repairs and servicing.

MC – 5

Responsible for major and minor repairs and replacing parts on all School Board vehicles.

MC – 6

Coordinates servicing and repairs of all School Board vehicles with outside agencies when necessary and inspects all work for acceptance.

MC – 7

Undertakes all emergency repairs and service call outs during regular working hours.

MC – 8

Maintains a working inventory of parts for vehicle repairs.

MC – 9

Responsible for maintenance and distribution of gasoline, diesel, natural gas, propane, motor oil and lubricants.

MC – 10

Operates machining equipment, power tools, test and diagnostic equipment as required

MC – 11

Reports promptly to the appropriate foreman or supervisor, any mechanical failures or body damage to School Board vehicles, equipment and tools

MC – 12

Cleans work areas, equipment and tools

QUALIFICATIONS

Mechanic

EDUCATION	<p>TECHNICAL REQUIREMENTS</p> <p>Grade 12 preferred.</p> <p>Must possess a certificate of trade qualifications as issued or recognized by BC.</p>
EXPERIENCE	<p>TECHNICAL REQUIREMENTS</p> <p>Five years specific experience. Related experience</p>
KNOWLEDGE	<p>TECHNICAL REQUIREMENTS – COMPREHENSIVE KNOWLEDGE WHICH DEMONSTRATES:</p> <ul style="list-style-type: none"> • Knowledge of job related techniques and regulations • Knowledge of project dynamics • Knowledge of equipment related to the job <p>JOB SPECIFIC (SITE DESIGNATED)</p> <p>Must possess a valid BC driver's license (Class 3) Hydraulics, small motors, tractor attachments</p>

<p>SKILLS AND ABILITIES</p>	<p>TECHNICAL REQUIREMENTS – COMPREHENSIVE ABILITY WHICH DEMONSTRATES:</p> <ul style="list-style-type: none"> • Completion of written reports and requisitions • Use of basic equipment related to job
<p>INTERPERSONAL REQUIREMENTS</p>	<p>INTERPERSONAL REQUIREMENTS – COMPREHENSIVE ABILITY WHICH DEMONSTRATES:</p> <ul style="list-style-type: none"> • Responsibility • Dependability • Adaptation to changing work procedures and situations • Tact/courtesy in explaining and/or exchanging data or information • Oral communication skills to maintain a cooperative working relationship with students, staff and the public • Interpersonal skills in a team/school setting • Independence with minimal supervision <p>PROBLEM SOLVING REQUIREMENTS – COMPREHENSIVE ABILITY WHICH DEMONSTRATES:</p> <ul style="list-style-type: none"> • Problem solving skills to deal with equipment and/or supply related concerns • Problem solving skills to deal with requests, complaints or clarification of information • Choice and application of appropriate methods, procedures and policies • Management of a variety of tasks • Analytical skills • Organizational skills • Application of time management skills • Close attention to detail
<p>WORKING CONDITIONS</p>	<p>OCCUPATIONAL REQUIREMENTS</p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Good manual dexterity</p> <p>Ability to work at various heights</p> <p>Ability to lift up to 18 kg (40 lbs) and operate related equipment</p> <p>Ability to work under adverse conditions</p>