

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Mechanics Helper

REPORTS TO: Directly: Mechanic Foreman
Indirectly: Mechanic

Purpose:

The Mechanics Helper shall assist the Mechanic to carry out the day to day maintenance of bus and fleet vehicles and shall ensure that all are safe and reliable. Also assists in the diagnosis and repairs or defects in accordance with all government standards and regulations.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- Experience in computer diagnosis would be considered an asset
- Valid Driver's License
- A Clean Criminal Record Check and drivers abstract
- Related training such as courses in first aid, defensive driving, or heavy equipment operation would be considered an asset.
- Previous experience in the operation of a school bus would be considered an asset.
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Knowledge of equipment cleaning standards and procedures
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to work with minimal supervision.
- Ability to work as a team player with flexibility
- Demonstrate skills for planning, scheduling and record keeping of fleet repairs
- Good communication skills
- Ability to operate all the necessary tools and equipment needed to perform all repair procedures safely and properly.
- Ability to Work in varied climates and conditions which may include: dust, vapours, fumes or slippery floors for example
- Ability to perform basic shop maintenance procedures
- Ability to do Heavy Load Work which includes:
 - exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
 - exerting up to 50 lbs. of force frequently
 - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to operate in the bus garage in a safe and clean manner
- Ability to develop and maintain positive work environment

Supervision of Other Staff:

This position does not involve the supervision of other staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Mechanics Helper shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Assist in the certification, safety and repair of buses.
- Assist in maintaining the shop and grounds to be clean and safe.
- Assist in Carrying out a preventative maintenance program for all division-owned vehicles.
- Assist in keeping equipment up-to-date to maintain buses and fleet vehicles.
- Assist in the handling of maintenance concerns regarding safe operation of buses or division vehicles.
- Be prepared to meet emergency needs at times other than during regular hours.
- Wash and clean spare buses and buses that are due for their normal inspection
- Upgrade skills where required to ensure that proper maintenance procedures are used.
- Attend transportation meetings as required by the Mechanic Foreman.
- Be knowledgeable and supportive of applicable Operational policies and procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public.
- May perform other related duties as assigned by the supervisor.

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should a Mechanics Helper discuss, in public, information pertaining to a student or staff member. A Mechanics Helper is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Mechanics Helper is expected to work independently and as a team member of both the transportation department staff and the school-division staff.

Client/Peer Contact

This position involves working collegially with other staff and school division staff on a daily basis in support of the goals of the school division.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor and is expected to seek clarification and direction on any matters of concern.

Salary Grid: Mechanics Helper

The salary grid for the Mechanics Helper is tied to the following grid:

Non-Unionized Administrative Guidelines

Approved By:	Dean Biesenthal
Date Approved:	November 2014
Reviewed:	