

BOARD OF SCHOOL TRUSTEES OF SCHOOL DISTRICT #61
(GREATER VICTORIA)

CLASSIFICATION

MECHANIC

JOB SUMMARY

responsible to the appropriate supervisor through the assigned foreman.

undertakes preventative maintenance and repairs to all Board vehicles and grounds equipment.

JOB CHARACTERISTICS

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

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

responsible for major and minor repairs and replacing parts on all Board vehicles

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

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

maintains a working inventory of parts for vehicle repairs.

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

supervises activities of the garage attendant

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

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

cleans works areas, equipment and tools

performs duties in compliance with safety regulations

performs other assigned duties related to the above

JOB QUALIFICATIONS

must be physically able to perform all duties as noted in the
Job Characteristics

Must possess a certificate of apprenticeship as issued or recognized by the
Province of B.C. OR a Certificate of Trade Qualification as issued or
recognized by the Province of B.C. for a posted vacancy as of March 10, 1988.

must possess a working knowledge of hydraulics, small motors,
tractor attachments etc.

must possess skills required to operate oxyacetylene
equipment and perform minor welding repairs.

must have experience in repairing all types of internal com-
bustion engines.

must possess a valid B.C. driver's license

maintains a cooperative working relationships with other
workers, supervisory and teaching staff, students and the
public

March 11/88