

**SCHOOL DISTRICT #64 (Gulf Islands)**  
**Job Description**  
**Mechanic, Transportation Supervisor**

**SUMMARY**

Under direction hires, trains and supervises district bus drivers. Responsible for the safety, maintenance and operation of bus fleet and ancillary equipment.

**DUTIES**

- Repairs and maintains district school buses, vehicles, and ancillary equipment in accordance with the Motor Vehicle Standards Act
- Hires, trains and supervises the work of district bus drivers
- Receives, prepares, compiles and maintains service and safety records to industry standards
- Liaises with parents, school and other district staff, RCMP, and Highways Department
- Researches, orders, receives and ships, and inventories equipment and replacement parts including tendering of new school buses
- Inspects school buses, and other district vehicles, including propane fuel systems and air brake systems
- Operates Vehicle Diagnostic and other computer systems
- Monitors and operates fleet radio systems
- Operates welding equipment and vehicle lifts to WBC Standards
- Performs work in a physically demanding environment
- Operates school bus when required
- Provides supervision for "lost" students as required
- Assesses road conditions and communicates information as required
- Performs other assigned comparable duties which are within the area of knowledge and skills required by the job description

**QUALIFICATIONS**

- Grade 12
- B.C. or Interprovincial Trade Ticket in Auto Mechanics/Heavy Duty Auto Mechanics
- Valid B.C. Class 2 drivers licence with Air Brake Endorsement
- Certification as a Vehicle Inspector
- Three years experience as journeyman mechanic
- Gas Safety Branch licence
- Working knowledge of safe loading/lifting techniques
- Documented evidence of exemplary interpersonal skills and ability to work independently and as a member of a team

**RELATIONSHIPS**

Responsible to Secretary Treasurer

**APPROVED:**

On behalf of:  
School District #64 (Gulf Islands)

*Original signed by:*

Rod Scotvold, Secretary Treasurer

January 12, 2012

On behalf of:  
CUPE Local 788

*Original signed by:*

Andrew McNish, President

January 12, 2012

**Classification: Operations VI**

JJEC approved date: November 10, 2011