

**SCHOOL DISTRICT No. 79 (Cowichan Valley)
USW JOB DESCRIPTION**

TITLE: Journeyperson Mechanic/Bus Driver
DEPARTMENT: Transportation
REPORTS TO: Transportation Supervisor or Designate

SUMMARY:

Performs mechanical work to all school district and Cowichan Tribes vehicles and equipment as directed as well as professional bus driving services to the Transportation Department following established methods and procedures.

DUTIES:

1. This position includes all duties of the Regular Bus Driver job description #12
2. Diagnoses problems, maintains and repairs school buses and other district vehicles, such as trucks, vans, tractors, lifts as well as grounds equipment, such as lawn mowers, weed-eaters, chainsaws, etc.
3. Uses independent judgment as to the method of performing the work after receiving verbal or written instructions.
4. Conducts regular inspections and maintenance of school buses and commercial vehicles; maintains records as part of a preventative maintenance program.
5. Schedules required repairs appropriately.
6. On occasion, prepares purchase requisitions and orders required parts as per Transportation Department guidelines.
7. Assists in the assessment, design and estimating of projects. Reads and interprets drawings and specifications, determines material requirements, lays out projects and reports on work in progress as required.
8. Assists other employees as appropriate.
9. Utilizes Fleet Maintenance software and other software related to the trade.
10. May, on occasion, be required to perform other job related duties as assigned.

Qualifications:

- Grade 12 education or academic equivalent
- Valid B.C. Provincial/Interprovincial Trades certificate as a Heavy Duty Mechanic
- Minimum two years related experience at the journeyperson level
- Physically capable to perform job duties
- Ability to read and interpret schematics and specifications documents related to the trade.
- Valid B.C. Class 2 Driver's License with air brake endorsement and clean driver's abstract
- Knowledge in the use and care of tools and equipment common to the trade.
- WHMIS certificate