

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

TITLE: Leadhand Mechanic/Bus Driver
DEPARTMENT: Transportation
REPORTS TO: Transportation Manager or Designate

SUMMARY:

Assists the Transportation Manager by providing planning and coordination services for the Transportation Department maintenance facility's systems, programs and initiatives in addition to their duties as a Journeyperson Mechanic/Bus Driver. Leadhands do not have the authority to hire, discipline or discharge other employees.

DUTIES:

1. This position includes all duties of the Journeyperson Mechanic/Bus Driver #14.
2. Creates work orders and maintains a work order system using fleet maintenance software for district and contracted vehicles, and equipment. Assigns work orders to Transportation Department mechanical staff.
3. Coordinates the purchase of mechanical supplies, parts and tools as required and within guidelines set by the Transportation Manager. Creates and maintains inventory systems for mechanical supplies, parts, tools and equipment.
4. Files and maintains fleet maintenance, vehicle inspection and permitting, recall notification, pretrip/post-trip reporting, work order supporting documentation and other applicable vehicle and equipment maintenance documentation.
5. Conducts price comparisons and prepares cost estimate reports for mechanical work orders, supplies, parts, tools and equipment.
6. Creates vehicle maintenance expense and other applicable reports using fleet maintenance software.
7. Provides regular progress updates to Transportation Manager.
8. Ensures shop is clean, tidy and well organized.
9. Coordinates the assistance of the Transportation Leadhand with shop repairs as needed.
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 or Commercial Transport Mechanic
- Valid Commercial Vehicle Inspector Identification Card
- Minimum two years related experience at the journey person level
- Minimum six months' experience in a Leadhand role or equivalent is preferred
- Minimum one year's experience in a school bus garage or equivalent is preferred
- Intermediate computer skillset required
- Physically capable to perform job duties
- Ability to read and interpret schematics and specifications documents related to the trade.
- Knowledge in the use and care of tools and equipment common to the trade
- Valid B.C. Class 1 or Class 2 Driver's License with air brake endorsement and clean driver's abstract
- WHMIS certificate
- Problem-solving and decision-making skills to determine priorities and optimize use of resources
- Willingness to learn and apply new tools and systems to better support School District fleets
- Ability to show tact, courtesy and discretion in dealing with people in the course of their duties
- Effective oral and written communication skills