

**SCHOOL DISTRICT NO. 63
(SAANICH)**

JOB DESCRIPTION

CLASSIFICATION

Facilities

POSITION

Vehicle Maintenance

SUMMARY

Under direction of the Director of Facilities (or designate), performs skilled work in accordance with the appropriate designation as specified below involving the maintenance, repair, installation, and construction of structures, fixtures and equipment throughout the school district.

Saanich School District has a limited maintenance compliment and it will be required that Trades Maintenance employees perform work in cross-classification assignments as directed.

DUTIES

General

- Repairs, rebuilds and services vehicles and equipment in a safe manner
- Maintains up to date vehicle records on buses, trucks and vans
- Schedules maintenance on vehicles and does vehicle inspections in accordance with CVSE and NSC requirements
- Maintains inspection facility licensing standards and requirements as outlined by CVSE and NSC
- Implements preventative maintenance programs and vehicle inspections according to CVSE and NSC requirements
- Maintains vehicle maintenance facilities including machinery, tools and equipment
- Ensures compliance with WHMIS regulations with regard to labelling, handling, storage and disposal of hazardous supplies
- Performs limited emergency relief bus driving duties as required
- Operates welding and oxygen-acetylene equipment, hoists, stands and floor jacks
- Operates computer based systems
- Reads and interprets drawings and specifications
- Provides estimates and advice on projects and keep records to track costs and orders material and equipment required for projects
- Researches, orders, receives and inventories related supplies and equipment
- Maintains tools and equipment in a safe and serviceable manner
- Operates and is responsible for school district vehicles and power tools
- Reports on work in progress
- Performs emergency call-in maintenance duties outside of assigned hours as required
- Liaises with employees, contractors, regulatory agencies and other trades as required
- Snow removal with machinery, or by hand shoveling
- Digital technology; including email, online databases and facilities management software used by School District #63
- Performs other duties consistent up to the level of the assigned role.

QUALIFICATIONS

- Grade 12
- Certificate of Red Seal Apprenticeship as Heavy Duty Mechanic as issued or recognized by the Province of BC or a Certificate of Trade Qualification as a Heavy Duty Mechanic as issued or recognized by the Province of BC
- Air Brake Ticket

- Valid B.C. Class 2 Driver's License with Air
- Five years' experience as a Heavy-Duty Mechanic
- Thorough knowledge of Transportation codes and regulations and WSBC, WHMIS regulations, etc.
- Knowledge of computer hardware and software

Working Conditions

- Sufficient sight and hearing to perform related job duties
- Able to lift and carry supplies and equipment required to perform his/her duties in accordance with the WorkSafeBC Occupational Health and Safety Regulation
- Able to perform related physical and mental activities
- Able to work in a highly active physical environment
- Able to work in adverse weather conditions

DATE

April 2022