

**MECHANIC**

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**EXEMPT:** No

**SALARY LEVEL:** Grid 1, Band 15

**LOCATION:** Mason Road

**APPROVED BY:** Manager, Transit and Fleet

*Replaces: Mechanic*

**DIVISION:** Transit and Fleet Services/Fleet

**DEPARTMENT:** Community Services

**SUPERVISOR:** Fleet Maintenance Supervisor

**DATE:** Aug 2022

*DATE:* Nov 2020

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**SUMMARY:** Reporting to and under the general direction of the Fleet Maintenance Coordinator, the Mechanic performs scheduled maintenance and repair of buses, trucks automotive vehicles and other equipment ensuring that work is completed to meet the expectations of internal and external customers and making the best use of resources.

**KEY RESPONSIBILITIES** *include:*

1. To perform scheduled maintenance on SCR D vehicles including all public transit vehicles.
2. To diagnose problems with vehicle operation, make repairs and monitor to ensure problems are properly diagnosed and corrected.
3. To operate the vehicle maintenance centre and fuel depot and ensure schedule of repairs is maintained.
4. To liaise with suppliers, BC Transit, and/or staff to diagnose and resolve problems with the operation of vehicles.
5. To perform preventative maintenance safety inspections.
6. To maintain records related to completion of work on a regular basis.
7. To comply with, and promote, safe work practices and procedures in support of a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include:*

1. Examines vehicles and liaises with vehicle operator or Coordinator as to the nature and extent of any damage or malfunction, then plans and carries out the associated work procedures.
2. Practices safe use and procedures with hydraulic jack or hoist to gain access to mechanical units bolted to underside of vehicles.
3. Performs all aspects related to automotive repair, maintenance and rebuilding of parts such as engines, brakes, suspension and the power train.
4. Conducts all aspects of preventative maintenance program such as oil changes, lubrications, tune-ups and inspections.
5. Completes entries to computerized maintenance and asset management systems to maintain records relating to completion of servicing or repairs.
6. Responds to emergency roadside calls as required during all shift hours.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- A valid Certificate of Qualification (C of Q) or Trades Qualification (TQ) as an Automotive Mechanic, Heavy Duty Mechanic or equivalent qualification from a recognized institution,

supplemented by an Inter-Provincial Red Seal (IP) along with current Commercial Vehicle Inspector Authorization (CVIA) certification.

- Minimum of three (3) years' experience diagnosing and repairing a variety of vehicles with experience working on buses and trucks preferred.
- Valid Class 5 driver's license with air brake endorsement.

**OTHER SKILLS / KNOWLEDGE/INFORMATION**

- Ability to communicate effectively with internal and external customers, such as vehicle users, auto parts suppliers and BC Transit representatives.
- Ability to work independently.
- Ability to organize and prioritize workload to meet operating requirements.
- Experience with computerized maintenance and asset management systems would be an asset.
- This position involves rotating shift work, days/evenings and weekends, according to operational requirements.
- Required to be on standby on a rotational basis outside normal working hours to deal with emergency vehicle repairs.

**SERVICE PERSON (TRANSIT ASSISTANT)**

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<b>EXEMPT:</b> No	<b>DIVISION:</b> Transit and Fleet/Section: Fleet Services
<b>SALARY LEVEL:</b> Grid 1, Band 6	<b>DEPARTMENT:</b> Community Services
<b>LOCATION:</b> Mason Road	<b>SUPERVISOR:</b> Fleet Maintenance Coordinator
<b>APPROVED BY:</b> Manager, Transit & Fleet	<b>DATE:</b> Nov 2024
<i>Replaces: Service Person (Transit Assistant)</i>	<i>DATE: Oct 2016</i>

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**SUMMARY:** Works under the general supervision of the Fleet Maintenance Coordinator and the day-to-day work direction of mechanics on duty, cleans, washes and pre-trips Transit Buses, performs routine servicing and maintenance tasks on Transit and other fleet vehicles, maintains the repair shop and grounds of the Mason Road site in an orderly and safe condition, performs cleaning, maintenance and installation work on bus stops and shelters.

**KEY RESPONSIBILITIES** *include:*

1. To complete pre-trip safety checks of Transit vehicles consistent with legislative requirements.
2. To perform regular cleaning and fuelling of Transit buses and collection/deposit of fare receipts.
3. To assist the Fleet Maintenance Supervisor and Mechanics in performing safety checks and routine servicing of Transit buses and Regional District fleet vehicles.
4. To maintain and repair shop equipment (oil pumps, air compressor, air dryer, pressure washer, vehicle lift jacks and stands) as required by the Mechanics and to maintain the repair shop in a safe and orderly condition.
5. To perform installation, cleaning and maintenance work on bus stops and shelters.
6. To perform grounds maintenance and perimeter security safety checks to the Mason Road site.
7. To record information about hours worked into work orders on computerized maintenance management system.
8. To comply with, and promote, safe work practices and procedures in support of a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include:*

1. Fuels buses, empties fare boxes into fare vault if required when buses return to the Mason Road site.
2. Completes pre-trip safety checks of all transit vehicles prior to revenue operation, vacuums and washes in accordance with pre-determined schedules, checks fluid levels and air pressure in tires, checks lighting systems, headlamps, turn signals and replaces them on request.
3. Assists mechanics by shuttling buses in and out of the repair shop or to other locations when required, performs errands such as picking up parts, tires and shipped items.
4. Acts as replacement bus driver when required and if qualified on an emergency basis.
5. Cleans, oils and sharpens all shop equipment, sweeps and washes shop floor and removes garbage and oil.
6. Replaces bus stops that have been removed or damaged including grading of bus pull-out areas, cleans shelters, removes graffiti and assists other staff erecting new bus shelters.
7. Cuts grass, weed-eats and waters shrubs, cleans around fuel tanks and drains.

**QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- Grade 12 or equivalent.

- Certificate from a mechanical pre-apprentice program or equivalent is preferred.
- Experience in the use and servicing of mechanical tools.
- Valid Class 5 Driver's Licence with airbrake endorsement, with preference given to Class 2 Driver's License.

**OTHER SKILLS/KNOWLEDGE/INFORMATION**

- Ability to work independently.
- Ability to operate a pressure washer and various power and hand tools.
- Early morning shifts required: shifts cover seven days per week.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.
- Appointment is subject to the successful completion of a RCMP Criminal Records Search.
- Copy of current drivers abstract will be required.