

**MECHANIC**

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**EXEMPT:** No  
**SALARY LEVEL:** Grid 1, Band 12  
**LOCATION:** Mason Road  
**APPROVED BY:** Gordon Dykstra

**DIVISION:** Transit and Fleet Services/Fleet Section  
**DEPARTMENT:** Community Services  
**SUPERVISOR:** Fleet Maintenance Supervisor  
**DATE:** Nov 2020

*Replaces: Mechanic*

*DATE: Sept 2016*

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

**KEY RESPONSIBILITIES** *include the following:*

1. To perform scheduled maintenance on SCRD 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 order to effect a safe and healthy work environment.

**TYPICAL ACTIVITIES** *include the following; other activities may be assigned:*

1. Examine vehicles and discusses with vehicle operator or supervisor the nature and extent of damage or malfunction; plans 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 i.e. engines, brakes, suspension and power train.

4. Conducts all aspects of preventative maintenance program i.e. 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. Investigates complaints regarding vehicle malfunctions and initiates remedial action.

**KEY RELATIONSHIPS** *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship. In all cases, the individual's behaviour must exemplify a member of a cohesive internal team in an organization that is an active link in the service delivery chain.*

**Internal**

- Staff who drive Regional District vehicles
- Other Fleet Maintenance staff

**External**

- Suppliers and BC Transit representatives

**DECISION MAKING AUTHORITY** *Decisions that are made in carrying out the typical duties of the job without referring to the Manager/Supervisor. In all cases, the decisions made by the individual must be in the best interest of the organization and in keeping with the organization's goals and objectives.*

- To make decisions on repairs to ensure safety of the vehicles.
- To investigate and initiate remedial action when responding to emergencies as required.

**PROBLEM SOLVING RESPONSIBILITY**

- Diagnosing and solving problems related to damage or malfunction of vehicles and equipment

**QUALIFICATION REQUIREMENTS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.*

**FORMAL EDUCATION AND TRAINING**

- A valid technical certificate in automotive or transportation trades with motor vehicle inspection authorization.
- Valid Class 5 driver's licence with air brake endorsement

**EXPERIENCE**

- Minimum of three (3) years experience diagnosing and repairing a variety of vehicles; experience working on buses and trucks preferred.

**OTHER SKILLS / KNOWLEDGE**

- 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.

**MEASUREMENT DATA**

- All scheduled maintenance and repairs are completed in a timely manner.
- All work orders and associated forms for vehicle maintenance are completed on a daily basis.
- WCB regulations and SCRD policies & procedures are followed 100% of the time.
- In order to limit the number of 'comebacks', maintains a successful record of diagnosis and repair.
- Communicates and interacts effectively with clients in order to diagnose vehicle problems.

**ADDITIONAL INFORMATION**

- 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.
- The incumbent is expected to support Corporate sustainability and workplace safety objectives.