

## JOURNEYMAN – COMMERCIAL VEHICLE MECHANIC

### COMPETITION NO: S 22 TRN 028 REG

*The Abbotsford School District is located on the traditional and unceded territory of the of the Stó:lō people, the Semá:th First Nation and Mathexwí First Nation. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.*

#### **Why Abbotsford?**

Located under an hour from Vancouver, the Abbotsford School District is settled in the heart of the beautiful Fraser Valley and surrounded by spectacular mountain views.

Learn more about the Abbotsford community: <https://tourismabbotsford.ca/> - [www.thefraservalley.ca](http://www.thefraservalley.ca)

#### **Why the Abbotsford School District?**

Every day, in every classroom and office at Abbotsford School District, our employees provide a world-class, innovative educational experience for over 19,000 students. We are committed to ensuring that every student receives the support they need to access the high-quality education they deserve. We believe that leaders continue to be drawn to the collaborative and supportive work environment that we provide.

- Review our Strategic Plan: <https://www.abbyschools.ca/strategic-plan>
- Learn about our Leadership Development Framework: <https://hr.abbyschools.ca/leadership-development>
- Read the Superintendent's Blog: [abbyschools.ca/blog](http://abbyschools.ca/blog)

#### **POSITION SUMMARY:**

Under the general direction of the Foreman—Transportation, the Trades—Journeyman Commercial Vehicle Mechanic is responsible for functions involving the service, maintenance and repair of school district buses, trades vehicles and heavy-duty equipment.

The work involves the performance of a variety of technical tasks under limited supervision and in accordance with clearly established policies, procedures, regulations and codes. Judgment is exercised in handling new assignments and determining new work methods with exceptions referred to the Transportation Manager. As the incumbent becomes more familiar with district policies, procedures and regulations, duties will be performed with increased independence. Work is periodically reviewed for quality of service provided and adherence to established standards of performance or codes. Mechanics are required to supply their own tools and to provide the Transportation Manager with a list of the tools pursuant to the collective agreement.

## **SPECIFIC ACCOUNTABILITIES:**

- Servicing, repairing and maintaining District school buses and heavy-duty equipment (i.e dump trucks, bobcats), as follows: using the most efficient and current practices and procedures in the performance of the position; using the standard tune-up equipment for internal combustion engines.
- Performing minor repairs (i.e. windshield wipers, mirrors, lights) on all District vehicles as assigned by the Trades Foreman, Transportation or designate.
- Preparing estimates of labour, materials, and time required for new installations, repairs or replacement of equipment and accessories.
- Establishing and maintaining a preventive maintenance inspection system; preparing written reports of condition and provide recommendations for corrective action; maintaining accurate records of work performed.
- Ensuring that equipment and supplies used to perform duties are stored and maintained in a neat and orderly manner.
- Ensuring that adequate supplies are on hand; submitting stores orders/ requisitions and ensuring that orders and equipment received are properly stored, maintained and used according to district standards.
- Reporting immediately to the supervisor any unusual circumstances or incidents.
- Maintaining a working knowledge of district operational/personnel policies related to the position.
- Providing support and technical advice to other trades/employees relating to the trade as required.
- Perform all other such duties as may be assigned by the Foreman—Transportation or designate.
- Maintain confidentiality in all matters pertaining to the school district.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

Grade 12 diploma, or equivalent, supplemented by a current British Columbia or Interprovincial Trades Qualification in Commercial Vehicle Mechanic or Heavy-Duty Mechanic; and a Commercial Vehicle Inspection Certificate. A minimum of 3 recent years of related experience; and a valid BC Class 2 driver's license with air endorsement. As well, incumbents also require the following:

- Proven ability to use Microsoft Office programs, internet and internet-based programs, with the ability to learn other software programs;
- Proven ability to determine, judge and select appropriate courses of action in accordance with established policies and procedures;
- Understanding and awareness of cultural diversity;
- Proven ability to multi-task, prioritize, self-motivate, and meet deadlines;
- Proven ability to communicate effectively both orally and in writing, and to provide service and relationship to the public and School District in a professional, respectful, positive and courteous manner;
- Proven ability to establish and maintain positive, effective work relationships in a team environment at all times;
- Proven ability to use tact and discretion and maintain confidentiality in matters pertaining to the School District;

- Working knowledge of WHMIS and WorkSafe BC occupational health and safety regulations and the demonstrated ability to work in a manner that recognizes personal safety and the safety of others;
- Ability to be flexible, adaptable and resilient to change;
- Ability to explain complex or simple instructions or information clearly to others;
- Considerable working knowledge of school bus/commercial vehicle general maintenance and repair including air brake servicing and repair;
- Demonstrated effective diagnostic skills used to troubleshoot maintenance problems including in diesel powered engines;
- Working knowledge of the technical drawings, regulations and codes, standard practices, methods, materials and tools and equipment used in the trade;
- Proven ability to perform physical activities such as lifting, pushing, pulling and moving materials, equipment and supplies.

## **APPLICATON PROCEDURE**

The current salary is \$32.30 per hour plus a comprehensive benefits package including medical, dental and pension.

Interested applicants should submit a detailed resumé outlining qualifications and experience no later than **4:30 pm on December 2, 2021** to [www.makeafuture.ca](http://www.makeafuture.ca) or by sending applications to [hr@abbyschools.ca](mailto:hr@abbyschools.ca).

*Individuals not currently employed by School District No. 34 (Abbotsford), are required to sign an "Authorization for Criminal Record Search" to permit a criminal record review.*

*The interest of all applicants is appreciated; however, acknowledgements will only be made to those selected for an interview.*