



# **PRAIRIE ROSE SCHOOL DIVISION**

## **SECTION G: PERSONNEL**

GGQ

### **MECHANIC'S ASSISTANT** **(AT DIVISION BUS GARAGE)**

File GGQ

**Immediate Supervisor:** Supervisor of Operations

#### **Personal suitability/qualifications**

- (a) Must have mechanical aptitude and/or previous workshop experience as a mechanic's assistant;
- (b) must be physically capable of performing all of the duties related to the position.

#### **Responsibilities of the position**

- (a) Assist the Head Mechanic or Mechanic as directed in all duties as outlined below, and perform such other related duties as may be assigned;
- (b) assist in the visual inspection of buses and components at each bus servicing.

#### **Description of duties**

- (a) Service Division buses - oil and filter change, check all fluid levels and grease when necessary;
- (b) assist the Head Mechanic in all bus inspections;
- (c) assist in the removal and replacement of the braking system i.e. brake drums, shoes, wheel cylinders;
- (d) assist in the removal and replacement of transmissions, clutches, and drive line components;
- (e) assist in changing exhaust, mufflers, and manifolds;
- (f) change, replace, and repair tires;
- (g) assist in window and windshield replacements;
- (h) assist in front-end and steering checks.
- (i) assist in the replacement of electrical motors, switches, and lights;
- (j) assist in trouble-shooting as required;
- (k) pick up parts and assist in general shop maintenance;
- (l) assist in the recovery and exchange of buses;
- (m) perform other duties as may be periodically assigned.



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### **Terms of employment**

- (a) Salary as established by the Board;
- (b) eight hours per day/twelve month year; (or)
- (c) as per the terms of the collective agreement.

### **Evaluation**

Job performance shall be evaluated by the Head Mechanic and the Supervisor of Operations in the first year of employment, and every three years thereafter.