POSITION TITLE:

BUS GARAGE TECHNICIAN

Reports to: Directly: Bus Garage Foreman
Indirectly: Supervisor of Transportation

Purpose/Function:
To be responsible for the repair, maintenance, and safe and efficient operation of the Division's fleet of vehicles.

Required Education, Knowledge, Qualifications and Experience:

- A grade 12 diploma from a provincially recognized institution or equivalent
- Journeyman – Motor Mechanics Certificate
- Vehicle Safety Inspection Certificate
- Hold and maintain a valid "Class 1 -5" driver's license
- A satisfactory Criminal Record Check
- A clean drivers abstract
- Related training such as courses in first aid, defensive driving, or heavy equipment operation would be considered an asset
- Experience in computer diagnosis would be considered an asset
- Previous experience in the operation of a school bus and/or heavy equipment would be considered an asset
- Experience with gas, propane and diesel engines
- Knowledge of highway and school bus legislation and regulations would be considered an asset
- Knowledge of equipment cleaning standards and procedures
- Proficiency in the operation of computer, word processing applications and additional software comparable to those currently used in the school division

Required Skills and Abilities:

- Ability to work independently with minimal supervision
- Demonstrate skills for planning, scheduling and record keeping of fleet repairs.
- Good communication skills and problem-solving skills.
- Ability to operate all the necessary tools and equipment needed to perform all repair procedures safely and properly.
- Ability to work in varied climates and conditions which may include dust, vapours, fumes or slippery floors for example.
- Ability to perform basic shop maintenance procedures
- Ability to do Heavy Load Work which includes:
  - exerting up to 100 lbs. of force occasionally (lifting and/or carrying)
  - exerting up to 50 lbs. of force frequently
  - exerting up to 20 lbs. of force constantly to move objects
- Employees must be physically fit and able to handle various tasks involving lifting, bending, twisting, turning, and climbing.
- Ability to work cooperatively with garage personnel, bus drivers and the public and both develop and maintain a positive work environment

Required Personal Characteristics:

- Trustworthy and respectful
- Approachable and accessible
- Flexible and collaborative

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the description above, the Bus Garage Technician shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Be willing to engage in lifelong learning with respect to training and professional development
- Deal tactfully with staff, students, parents and the public
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children
- Be knowledgeable and supportive of applicable Board policies and operational policies and procedures
- Always practise safe work habits
- Deliver and pick up buses as required
- Ensure that spare buses are fueled and ready for the next user
- Maintain immediate work area or bay in a safe and orderly state
- Assist in the cleaning and organizing of common areas in the garage
- Assist other garage personnel with heavy or 2 person tasks
- Assist in annual safety inspections of all other vehicles owned by the Division
- Assist in ordering parts as needed so as to maintain a stock of high use and hard to find items
- Be prepared to meet emergency needs at times other than during regular hours
- Assist in the completion of an annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirement
- Complete mechanical duties to industry standards of safety and efficiency
- Assist in the completion of forms associated with the annual safety inspection of buses
- Maintain a standard of bus repair such that buses would pass “spot” safety inspections
- Complete regular service on buses and other Division owned vehicles following the Division itemized service list
- Maintain log on all vehicles itemizing all repairs and associated costs
- Advise the Supervisor or Transportation when drivers are misusing buses, failing to keep them clean or otherwise failing to fulfill their duties pertaining to bus care
- Supply tools required to perform assigned mechanical duties

Judgement, Independence and Client Contact:

- Confidentiality
    - A Bus Garage Technician is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the

Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.

- Independence
    - A Bus Garage Technician is expected to work independently.
- Working Jointly with Other Staff on Common Assignments or Tasks
    - This position involves working jointly with other garage personnel, bus drivers and the general public on a daily basis.
- Responsibility for Quality of Assigned Work
    - The employee is under routine supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: October 14, 2026