

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

WELDER/MECHANICS HELPER

1. Position Summary

Under the close supervision of the Director of Maintenance, Director of Transportation and the Transportation Foreman, assist with the maintenance of the division's vehicles and yard equipment, and assist with school bus driver orientation.

2. Duties

Repairs and Maintenance:

- Repair and service road vehicles, grounds equipment and playground equipment under minimal supervision.
- Repair and fabricate parts with welding equipment including scheduling work on a priority basis, determine whether to rebuild or replace parts and whether to refer problems to the appropriate individuals.
- Maintain a parts inventory, pick up parts which are needed immediately.
- Maintain a clean and safe working environment by sweeping and washing garage floors and keeping work benches free from oil and grease.
- Retrieve disabled vehicles and assist with service calls.

General Duties:

- Assist in the training of new bus drivers with respect to division routes.
- Remove snow with motorized snow removal equipment.
- Attend annual maintenance seminars.
- Perform other related duties as required.

3. **Education**

- Grade XII education, with good oral communication skills.
- Welder's Certificate.
- A mechanical aptitude.

4. **Experience**

Up to 3 months on the job.

5. **Physical Demands and Working Conditions:**

Lifting, climbing, walking, lying, pushing, pulling, squatting, kneeling, pumping and some carrying of heavy equipment.