

## **GARAGE HELPER / PARTSPERSON**

### **PURPOSE:**

This position is responsible for assisting all Bus Maintenance Facility staff in all operations of the garage and transportation department as well as maintaining a stocked parts inventory.

This position reports directly to the Out-of-Scope Supervisor or designate.

### **DUTIES AND RESPONSIBILITIES:**

- ⇒ Practice safe work procedures at all times.
- ⇒ Answer telephones, pass information on to bus drivers, take messages, or transfer calls to appropriate individuals.
- ⇒ Maintain parts inventory and ensures parts area is clean, neat and well-organized.
- ⇒ Coordinate van bookings.
- ⇒ Prepare work orders.
- ⇒ Operate and maintain Fleetvision program.
- ⇒ Perform bus driving duties as required.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Performs other related duties as assigned.

### **QUALIFICATIONS:**

#### **EDUCATION, TRAINING & EXPERIENCE:**

- ⇒ Typically the required knowledge, skills and abilities are obtained through successful completion of Grade 12 coupled with experience working in a garage setting.

#### **REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:**

- ⇒ Must possess and maintain a valid “Class 1 – 5” driver’s license with school bus endorsement.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- ⇒ Working knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to maintain accurate records and documentation and provide recommendations to the Out-of-Scope Supervisor or designate.
- ⇒ Working knowledge of current fleet management program, current technology, and software associated with the duties and responsibilities of this position.
- ⇒ Ability to perform Heavy Work (exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects).

- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.
- ⇒ Ability to establish and maintain effective working relationships with all staff and the public demonstrating tact and diplomacy.
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information.

**ADDITIONAL INFORMATION:**

- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study.
- ⇒ Performance of work may involve exposure to dust, noise, odours and seasonal weather conditions.

**CONCLUSION:**

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.

**SASKATCHEWAN RIVERS SCHOOL DIVISION EMBRACES THE FOLLOWING  
VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

**Saskatchewan Rivers School Division Employees are expected to be exemplary role models at all times.**