

SHOP MANAGER

PURPOSE:

This position is responsible for carrying out regular mechanical duties as well as working closely and in cooperation with the Out-Of-Scope Supervisor to oversee the day-to-day operation of the garage including the assignment of minor and major repairs to mechanics and for maintaining quality control of all work completed by garage personnel.

This position reports directly to the Out-of-Scope Supervisor or designate. This position supervises three or more full-time equivalent staff.

DUTIES AND RESPONSIBILITIES:

- ⇒ Practice safe work procedures at all times.
- ⇒ Service, repair, and maintain school division fleet of vehicles.
- ⇒ Supervise and complete annual safety inspection of all buses in compliance with SGI school bus and bus inspection certificate requirements.
- ⇒ Operate all tools associated to duties, ensuring equipment is properly utilized, cleaned and maintained.
- ⇒ Supply hand tools required to perform assigned mechanical duties.
- ⇒ Comply with any and all applicable Board Policies, guidelines and practices, and legislation and regulatory requirements.
- ⇒ Perform 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 a Journeyman – Motor Mechanics Certificate.

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Must possess and maintain a valid “Class 1 – 5” driver’s license.
- ⇒ Must possess a Vehicle Safety Inspection Certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Demonstrated knowledge of diagnosis, repair and maintenance of buses and light duty vehicles.
- ⇒ Working knowledge of and ability to operate within Board policies and procedures.
- ⇒ Ability to maintain accurate records and documentation.
- ⇒ Ability to understand and carry out oral and written instructions.
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision making skills to ensure quality of work meets expected standards.

KNOWLEDGE, SKILLS & ABILITIES Continued

- ⇒ Ability to establish and maintain effective working relationships with all staff, students 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.
- ⇒ Ability to perform standard mechanical duties, including standing, walking, carrying, bending, stooping, climbing and lifting (exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects).

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.