

Mechanic's Helper
Immediate Supervisor: Transportation Coordinator

Personal suitability/qualifications:

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

Responsibilities of the position

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

Description of duties

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

Evaluation

Job performance shall be evaluated by the Transportation Coordinator in the first year of employment, and every three years thereafter.