

# JOB DESCRIPTION

**POSITION TITLE:** GARAGE ASSISTANT – CUPE POSITION

**REPORTS DIRECTLY TO:** CONVEYANCE MANAGER

**REPORTS INDIRECTLY TO:** CHIEF FINANCIAL OFFICER

**DIRECT REPORT:** N/A

**ORGANIZATION:** PRAIRIE SPRIT SCHOOL DIVISION NO. 206  
WARMAN, SASKATCHEWAN

**DATE:** SEPTEMBER 27, 2013

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## ABOUT THE PRAIRIE SPIRIT SCHOOL DIVISION

The Prairie Spirit School Division No. 206 was formed in 2006 as a result of an amalgamation of three school divisions. The School Division has 44 schools located in 28 communities surrounding the City of Saskatoon which includes 3 First Nations and 8 Hutterite communities. The student population of approximately 9,400 is served by a team of dedicated professionals and support staff.

Prairie Spirit School Division requires that all employees:

- conduct themselves in a manner that is appropriate to an educational institution that provides services to children,
- deal tactfully with staff and the public,
- be knowledgeable and supportive of Board policies,
- be willing to engage in lifelong learning.
- Will respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by administration of the school or school division. Breaching confidentiality is a serious violation of acceptable conduct.

## THE POSITION

This position functions in the performance of a combination of administrative and general duties within the conveyance department in the Prairie Spirit School Division. The Garage Assistant is expected to provide day-to-day assistance within the shop and the division including (but not limited to) picking up busses and parts, yearend inventory count and stocking duties, lite mechanical & bus maintenance duties and assisting mechanics.

## KEY ACCOUNTABILITIES

### **Accountability: Shop Support (65%)**

- Pick up parts as needed
- Assist with delivery of buses
- Organize parts room
- Maintain parts on a rotation basis
- Order parts as needed

### **Accountability: Administration of Parts department (35%)**

- Data entry of work orders from technicians into Versatrans
- Yearend inventory count and documentation of results

- Maintain orderly inventory information in Versatrans
- Other duties as assigned

#### **SKILL & COMPETENCY REQUIREMENTS**

- Excellent interpersonal, written and verbal communication skills with the ability to interact with all levels of the organization.
- Ability to work independently with minimal supervision.
- Ability to integrate policy into decision-making.
- Ability to prioritize multiple demands and shift priorities as required.
- Ability to work as a team player.
- Maintain confidentiality.

#### **EDUCATION, KNOWLEDGE AND EXPERIENCE**

- Possess Grade 12 diploma.
- Valid SK Class 5 Drivers' License and possess or be willing to obtain a School Bus Endorsement.
- Knowledge in the operation of equipment, such as, photocopier, fax, telephone, mailing machine, switchboard, and computer.
- Proficiency in the operation of computers and knowledgeable in Microsoft Office computer applications.
- Preference will be given to applicants with basic mechanic skills.