



Grande Prairie ^{and District} Catholic Schools

Job Description

MECHANIC INSTRUCTOR

Date Created	June 2018
Date Amended	

Reports To

School Principal

Summary

You will be working in a credited High School Apprenticeship Program where students can achieve the education necessary to become a licensed Journeyman Mechanic in Alberta. There are a variety of credits to be achieved for students in grades 10, 11, and 12, as outlined in the Program of Study.

Qualifications

- Understanding of Tire Changer and Tire Balancer
- Understanding of Vehicle Diagnostic Machine
- Understanding of Brake Lathe
- Understanding of Drill Press
- Understanding of Shop Press
- Understanding of Car Lift
- Basic First Aid

Formal Education

- High School Diploma
- Journeymen Status
- Post-Secondary Education in the area of CTS

Experience

- Tire Shop
- Automotive Shop

- Small engine repair
- Field experience in the oil / gas industry
- Past experience working with youth
- Able to take direction
- Understanding of the Alberta TQS and Competencies Framework
- Able to make decisions in a timely manner, especially those regarding safety

Competencies

- Basic computer skills
- Basic understanding of the Guide to Education
- Basic understanding of all types of shop tools and equipment (automotive shop)
- Knowledge of OH&S Guidelines
- Excellent verbal and written communication skills
- Supporter of Catholic Education

Duties and Responsibilities

- Attendance of students
- Maintenance of shop equipment to meet safety standards
- Management of student behaviors
- Knowledge and delivery of the CTS Automotive Program of Studies
- Willingness to further knowledge in all aspects of school-related duties
- Other duties as assigned

Work Conditions

- Position requires typical physical demands found in the automotive repair industry, which includes but is not limited to, heavy lifting, vehicle / equipment operation, electrical hand tool operation, etc.
- Working with students of all ability levels

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____