

Position: Mechanic – Trades Licensed

Department: Transportation Department

Reports To: Transportation Supervisor

JOB SUMMARY

The Mechanic – Trades Licensed position contributes to the overall goals and objectives of the Division by providing maintenance and repair services to ensure the effective and safe operation of all School Division buses and vehicles. This role is essential for keeping the division's fleet of buses and vehicles functioning and meeting Provincial safety standards.

PRIMARY RESPONSIBILITIES

School Bus and Vehicle – Vehicle Repair and Maintenance:

- Diagnose and complete maintenance and repairs on Division vehicles in accordance with all regulations governing the Province of Manitoba. This includes, but is not restricted to oil changes, grease jobs, vehicle inspection certification, tire repair, engine tuning, major and minor component repair/replacement, glass replacement, electrical diagnostics/repair, and fleet preventative maintenance.
- Plan with the Transportation Supervisor and perform day-to-day maintenance and repair of Division school buses and vehicles.
- Apply diagnostic procedures to identify problems prior to repair.
- In consultation with the Transportation Supervisor, plan for, manage, and execute a preventative maintenance program for all Division-owned vehicles to ensure safe and lawful travel that maximizes each vehicle's lifecycle and peak operating performance.
- Provide the Transportation Supervisor with parts and supply lists for purchase to complete scheduled and emergent repairs.
- Ensure all work performed meets regulatory and legislative requirements.
- Follow Safe Work Procedures and adhere to Workplace Safety and Health requirements at all times.
- Ensure shop-owned equipment is cared for and properly stored when not in use.
- Maintain a clean work area.

- Perform before/after-hours service calls/emergency repair as required.

Administration:

- Process and complete vehicle repair and maintenance work orders.
- Participate with the Transportation Supervisor and other mechanics/garage staff to plan, schedule, and perform vehicle repairs and maintenance activities.
- Maintain materials and supplies inventory and inventory systems.
- Document and maintain a parts inventory and work order system for all purchases and repairs made in the Transportation Department, ensuring accurate reporting and record-keeping.
- Assist the Transportation Supervisor in day-to-day operations, which may include bus placement for extra-curricular trips, September 30 student count, school bus evacuation drills, grounds maintenance at fuel sites/Division Office, and driving school bus routes/extra-curricular trips if properly licensed.

Communication:

- Advise the Transportation Supervisor of any unusual situations related to bus and vehicle maintenance and repair.
- Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers, and administration staff.
- Operate the radio systems for business reasons as required to maintain effective communication with the Division buses and vehicles.
- Assist bus drivers in a courteous and respectful manner with their daily routes, including mechanical operational concerns of the school bus, student needs, phone call inquiries/information to student residences, and assisting schools/administration regarding ridership, while maintaining confidentiality where applicable.

Other Duties:

- Perform other job-related duties as required and/or assigned by the Transportation Supervisor.

POSITION QUALIFICATIONS

Required Education and Experience:

- Graduation from Grade 12 and completion of a recognized Vehicle Mechanics trades program or equivalent.
- Journeyman Heavy Duty Mechanic Trades License.
- A minimum of four years prior work-related vehicle mechanic experience or equivalent.

Required Knowledge, Skills, and Abilities:

- Possession of a complete set of hand tools required to perform daily repairs on School Division buses and vehicles.
- The ability to work unsupervised and as a team member.
- Ability to communicate effectively with people both orally and in writing.
- Ability to work effectively under pressure, within defined timeframes, and with a variety of people in a team environment.
- Ability to work well independently and take initiative to plan and perform work.
- Flexibility and ability to adjust to changing work assignments.
- Ability to deal with and maintain confidential information.

Preferred Qualifications:

- Manitoba Truck and Transport Certificate, and Manitoba Vehicle Safety Standards School Bus Inspection Certificate.
- Current WHIMIS training and certification.
- Complete the School Bus Operators program and obtain and maintain a valid Class 2 Driver's License with the Air Brake Endorsement and a School Bus Operators Certificate within three months of the date of hire.
- Vehicle inspection experience and certification as a vehicle Inspector.

COMPETENCIES

Organizational:

- **Teamwork:** Ability to work effectively as a team member and participate with other staff in planning and scheduling activities.
- **Communication:** Effective oral and written communication with colleagues, staff, suppliers, and administration.
- **Safety Adherence:** Consistent adherence to safe work procedures and workplace safety and health requirements.
- **Adaptability:** Flexibility and ability to adjust to changing work assignments and work effectively under pressure.
- **Initiative:** Taking initiative to plan and perform work independently.
- **Confidentiality:** Ability to deal with and maintain confidential information.

Role Specific:

- **Technical Expertise:** Proficiency in diagnosing, maintaining, and repairing a wide range of vehicle components and systems in accordance with regulations.
- **Diagnostic Skills:** Ability to apply diagnostic procedures to identify problems before repair.
- **Planning & Organization:** Skills in planning and executing preventative maintenance programs and managing inventory systems.
- **Problem-Solving:** Ability to handle problematic situations that may require interpretation or negotiation.
- **Communication Systems:** Operation of radio systems for effective communication.

WORK CONDITIONS

Physical Demands:

- The role requires performing trades and mechanic duties, which involves a high intensity of physical effort, potentially for more than two hours per day and lifting up to 100 lbs.

Environment:

- The work environment involves constant exposure to disagreeable elements.

- Work is conducted in a garage setting and may require before/after-hours service calls or emergency repairs.
- There is a minor to moderate risk of injury, harm, or illness associated with the role.