

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

MECHANIC/TECHNICIAN

Position Summary

Under the direction of the Director of Transportation and the Director of Operations maintain the school division's fleet of vehicles and grounds equipment.

Duties

- Perform Education Manitoba and Highways Manitoba certification inspections to ensure that bus repair and maintenance comply with provincial and federal standards.
- Diagnose and estimate mechanical problems for all division school buses.
- Diagnose and estimate mechanical problems for all division service vehicles and grounds equipment.
- Order parts and conduct necessary repairs to the vehicles and equipment.
- Perform regular maintenance to ensure smooth operations for all equipment.
- Maintain and update technical specifications, computer data and telephone contacts such as: parts, diagnostic programming.
- Maintain a repair log for all equipment.
- Maintain a mechanical parts and tool inventory.
- Maintain a clean and safe environment in the garage.
- Make service calls to disabled vehicles and perform field repairs if possible.
- Test new products and provide data to the manufacturers and Department of Education.
- Prepare occasional written reports recording mechanical problems to supervisors and/or Education Manitoba.
- Supervise a technician's helper occasionally.

- Substitute for school bus driver in emergency situations when needed.

Education

- Grade 12 or equivalent.
- Journeyman Truck and Transport Mechanic or Registered Apprentice.
- Class 2 Manitoba driver's license.
- Manitoba Bus Driver's Certificate or ability to obtain with 6 months of employment.
- Use of computers and various diagnostic equipment.

Experience

- 2 to 3 years experience as a mechanic or registered apprentice.

Physical Demands

- Rigorous physical work, including lifting heavy objects and equipment and working in awkward positions.
- Visual and mental concentration in operating a vehicle in all weather conditions.

Working Conditions

- Exposure to chemicals, fumes, noise and above average exposure to workplace hazards.
- Frequent interruptions and pressure to meet daily deadlines.
- Attend safety classes as required.
- Attend on the job training sessions (e.g. alternate fuelled vehicles) as required.