

## Licensed Mechanic

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### **Job Summary**

Under the direction of the Transportation Supervisor, the mechanic will be responsible for the daily maintenance and repair of the Divisional Fleet of School Buses and Support Vehicles. The licensed mechanic will perform mechanical duties as required to ensure all vehicles are maintained in a safe mechanical condition.

### **Preferred Qualifications**

The mechanic must hold a recognized vehicle mechanics trade program licence (or equivalent) and hold a class 5 driver's licence. As well, the incumbent will:

1. Upgrade to a Class 2 driver's licence and obtain a School Bus Operators Certificate.
2. Have a complete set of hand tools required to perform daily repairs on school division buses and vehicles.
3. Obtain a school bus inspection mechanic certificate issued by Manitoba Vehicle Safety Standards.

### **Duties and Responsibilities**

#### A) Bus & Vehicle Inspection & Repair

- Perform regular maintenance to ensure smooth operations for all vehicles and equipment. (Oil changes, grease jobs, tire repair, engine tuning, major and minor repair or replacement, glass replacement, electrical diagnostics and repair, body maintenance, fleet preventive maintenance.)
- Perform mandatory six month school bus Manitoba Vehicle Safety Inspections.
- Diagnose and estimate mechanical problems for all division school buses and vehicles.
- Consult with the transportation supervisor and/or other mechanic on technical/mechanical issues.
- Respond to service calls for vehicle breakdowns and perform unscheduled vehicle maintenance as required. (occasionally this may require work outside regular work hours)
- Advise the Transportation Supervisor of any repairs that cannot be performed in the garage facility.
- Report the need to replace parts inventory to the other mechanic and/or transportation supervisor.

#### B) Administration

- Fill out work orders and record all parts that are used.
- Complete vehicle safety inspection certificates and stickers.
- Monitor and update school bus/vehicle log books as required.

C) Communication

- Communicate and maintain positive relationships with colleagues, division staff, suppliers and administration staff.
- Answer phone and radio inquiries in a congenial / professional manner.
- Be able to operate the radio system for business reasons to communicate with the division buses.

D) Other/Professional Development/Safety

- Substitute for school bus drivers in situations when needed.
- Promote high standards of safety and good house keeping methods in all work areas.
- Comply with workplace safety and health regulations as per division policy (see Division Policy H) and the Province of Manitoba.
- Be willing to participate in seminars on bus maintenance and other training opportunities. (technical advancements, diagnostic programs, etc)
- Perform such other related duties as may become necessary from time to time.

**HEAD MECHANIC - Additional Administrative Duties**

- Monitoring bus part inventory and report any need to the Transportation Supervisor (in absence of supervisor order parts as required)
- Schedules school bus regular maintenance and six month vehicle inspections.
- Compiles work order and fuel consumption by school bus/vehicles and enters same into fleet management software.
- Assumes duties of transportation supervisor in his/her absence.

Adopted January 5, 2010