

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

MECHANIC/TECHNICIAN

1. **Position Summary**

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

2. **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.
- Retrofit and maintain alternate fueled vehicles operating on natural gas and future alternate fuels.
- Check and restart alternate fuels station such as natural gas compression station.
- 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.

2. **Duties**

- Consult with administrators on technical inquiries.
- 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.

3. **Education**

- Grade XII or equivalent.
- Transport truck mechanic's license.
- Manitoba Highways and Transportation Inspection Mechanic's Certificate
- Class 2 Manitoba driver's license.
- Manitoba Bus Driver's Certificate.
- Use of computers and various diagnostic equipment.

4. **Experience**

- 2 – 3 years experience as a mechanic.

5. **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.

6. **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 fueled vehicles) as required.