



Head Mechanic PRAIRIE ROSE SCHOOL DIVISION

Approved: May 25, 2021

Position: Head Mechanic

Reports to: Transportation Supervisor

Policy: The Head Mechanic position is under the direction of the Transportation Supervisor. This position oversees the complete service and maintenance of the PRSD school buses and vehicles, to ensure safe and efficient transportation. The Head Mechanic does so subject to the provisions of The Public Schools Act and The Highway Traffic Act and their regulation, PRSD Policy and Administrative Procedures, and Reference Manuals of the Division. The Head Mechanic will be responsible to provide direction and support to the Apprentice Mechanic as per Apprenticeship Manitoba.

Responsibilities and Duties:

- Supervise, coordinate, and schedule the activities of mechanic and mechanic apprentice as it relates to the maintenance of assigned PRSD vehicles;
- Establish, manage, follow and maintain a Preventative Maintenance System that meets the requirements of divisional and provincial regulations and policies;
- Review work orders and discuss work with Mechanic and Mechanic Apprentice;
- Inspect motors in operation, road test and test systems and components using computerized diagnostic and other testing devices to diagnose and isolate faults;
- Adjust, repair or replace parts and components including fuel system, brakes, steering and suspension, engine and drive train, emission control and exhaust, cooling and climate control, and electrical and electronic systems using hand tools and other specialized repair equipment;
- Test and adjust repaired systems to manufacturer's performance specifications;
- Perform scheduled maintenance service, such as oil changes, lubrications and tune ups;
- Review with Mechanic/Apprentice Mechanic /bus driver on work performed, general bus condition & future repair requirements;
- Monitor bus performance following repairs;
- Prepare mechanical and electronic reports as required;
- Support and supervise a safe work environment and maintain the facility in a neat and orderly manner;
- Monitor school bus radios at all times buses are in operation and use radios to contact drivers to arrange repairs etc.;
- Requisition materials and supplies as required;
- Report immediately to the Transportation Supervisor any vehicle that constitutes a safety hazard that must be removed from services for inspection, service or repair;
- Report to the Transportation Supervisor any evidence of improper operation on the part of a driver/operator;
- Conduct vehicle inspection as required by provincial and divisional regulations and policies;
- Coordinate manufacturer recalls and warranty work;

- Arrange for the pick up and delivery of vehicles as required;
- Prepare all reports as required by provincial, federal and divisional regulations and policies;
- Complete all work orders according to established procedures;
- Recommend to the Transportation Supervisor the replacement/disposal of vehicles;
- Recommend the purchase of shop equipment and any building modification to the Transportation Supervisor;
- Other duties as assigned.

Skills and Qualifications:

- Truck and Transport Mechanic Red Seal Certificate and a current Manitoba Driver's License Class 5 in good standing are required;
- Must have at least 2-3 years' experience in repair and school bus maintenance or a combination of truck and transport related repair and maintenance; and may include structural, mechanical, electrical and electronic vehicle systems, and components such as engines, cab, chassis and frames, brakes, steering, suspension, drive train, fuel systems and hydraulic systems, and perform preventative maintenance and diagnosis of vehicles;
- Safety Inspection Certificate for Transport Truck and Bus is required;
- Experience using computer diagnostic software for motor vehicles would be an asset;
- Must have good interpersonal skills and the ability to communicate clearly and concisely, both orally and in writing, as well as understand and follow verbal and written instructions;
- Ability to work independently and within a team environment, and have good problem-solving and analytical skills;
- Must be familiar with and adhere to safe workplace practices and requirements as per Workplace Safety and Health and other provincial regulations as they apply to a vehicle maintenance facility;
- Must be free of any physical restrictions that would prevent performing the manual labour components of the position; have the ability to recover buses or assist in recovery of school buses in all types of weather conditions;
- Must be able to work in an environment involving exposure to dust, noise, and extreme temperature/weather conditions and work outside of regular hours when necessary;
- Experience using MS office software application would be an asset;
- Willingness to complete upgrading necessary to maintain appropriate knowledge & skills.