



**Approved: May 25, 2021**

**Position:** Mechanic

**Reports to:** Transportation Supervisor

**Policy:** The mechanic position is under the direction of the Transportation Supervisor and Head Mechanic. This position will be responsible to inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of PRSD school buses and vehicles, to ensure safe and efficient transportation.

**Responsibilities and Duties:**

- Be responsible for the maintenance of assigned PRSD vehicles;
- Follow a Preventative Maintenance System that meets the requirements of divisional and provincial regulations and policies, Under the direction of the Head Mechanic;
- Review work orders and discuss work with Head Mechanic;
- Inspect motors in operation, do road tests 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;
- Advise Head 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 a safe work environment and maintain the facility in a neat and orderly manner;
- Monitor school bus radios at all times and use radios to contact drivers to arrange repairs, etc.;
- Requisition materials and supplies as required;
- Report immediately to the Head Mechanic any vehicle that constitutes a safety hazard that must be removed from services for inspection, service or repair;
- Report to the Head Mechanic any evidence of improper operation on the part of a driver/operator;
- Conduct vehicle inspection as required by provincial and divisional regulations and policies;
- 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;
- 3rd or 4th year apprentices within the Truck and Transport Mechanic trade would be considered;

- 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;
- 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, 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.