

ROLLING RIVER SCHOOL DIVISION REGULATION

Mechanic - Trades Unlicensed Job Description

GDAV/R

Position Title: Mechanic – Trades Unlicensed

Reports To: Transportation Supervisor

Job Purpose and Objectives

To contribute to the overall goals and objectives of the Rolling River School Division by providing maintenance and repair services to ensure effective and safe operation of all School Division buses and vehicles.

Education

The minimum education requirement for this position is graduation from Grade 12 or equivalent.

Additional Skills and Training

Required:

- Valid Class 5 Drivers License
- The ability to work unsupervised and as a team member
- Ability to communicate effectively with people both orally and in writing
- Have or successfully complete the School Bus Operators program and obtain and maintain a valid Class 2 Drivers license and a School Bus Operators Certificate within three months of date of hire.

Preferred:

- Current WHMIS training and certification
- Current Class 2 Manitoba Drivers License / School Bus Operator's Certificate

Experience

A minimum of three years prior work related vehicle mechanic related experience or equivalent is required.

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Key Responsibilities

To plan and perform day-to-day maintenance and repair of Division school buses and vehicles.

- School Bus – Vehicle Repair and Maintenance
 - Plan and perform general mechanic duties required for repair / maintenance of all division owned buses and vehicles.
 - Order and purchase bus and vehicle parts and supplies as delegated by the Transportation Supervisor.
 - Ensure all work performed meets regulatory and legislative requirements
 - Follow safe work procedures.
- Administration:
 - Process vehicle repair and maintenance work orders and complete.
 - Participate with Transportation Supervisor and other mechanics/ garage staff to plan, schedule and perform vehicle repairs and maintenance activities.
 - Maintain materials and supplies inventory and inventory systems.
- Communication:
 - Advise the Transportation Supervisor of any situations that are unusual as they relate to bus and vehicle maintenance and repair.
 - Effectively communicate and maintain positive relationships with colleagues, Division staff, suppliers and administration staff.
 - Operate the radio systems for business reasons as required to maintain effective communication with the Division buses and vehicles.
- Other job-related duties as required and /or assigned by the Transportation Supervisor.

COMMENTS

The incumbent is required to work effectively under pressure, within defined timeframes and with a variety of people in a team environment. He/she must be able to work well independently, take initiative to plan and perform work, be flexible, adjust to changing work assignments and deal with and maintain confidential information.

Index Policy

Regulation: *Duty List – Maintenance - Unlicensed Trades*

Date Adopted: January 12, 2006

ROLLING RIVER SCHOOL DIVISION REGULATION

Mechanic - Trades Unlicensed – Duty List

Bus and Vehicle Repair

- Diagnose and complete maintenance and repairs on Division vehicles in accordance with all regulations governing the Province of Manitoba including but not restricted to:
 - oil changes, grease jobs, tire repair, engine tuning, major and minor component repair/replacement, glass replacement, electrical diagnostics/repair, fleet preventative maintenance.
- In consultation with the Transportation Supervisor, plan for, manage and execute a preventative maintenance program for all Division owned vehicles to ensure safe and lawful travel that maximizes each vehicle's lifecycle and peak operating performance.
- Follow safe work practices at all times and adhere to work place safety and health requirements.
- Apply diagnostics procedures to identify problems prior to repair.
- Ensure shop owned equipment is cared for and properly stored when not in use.
- Maintain a clean work area.
- Perform before / after hours service calls / emergency repair as required.

Administration

- Document / maintain a parts inventory / work order system for all purchases / repairs made in the Transportation Department for the operation of the school bus / vehicle repair while ensuring accurate reporting and record keeping.
- Assist the Transportation Supervisor in day to day operations including but not restricted to:
 - Bus placement throughout the Division for extra curricular trips
 - September 30 student count
 - School Bus evacuation drills
 - Grounds maintenance throughout the Division at fuel sites, Division Office, etc. as required
 - Drive school bus routes and extra-curricular trips as appointed by the Transportation Supervisor if properly licensed

Communication

- Assist bus drivers as they require help for their daily routes in a courteous and respectful manner including but not restricted to:
 - Mechanical operational concerns of the school bus
 - Students needs
 - Phone call inquiries/information to student residences
 - Assisting schools and administration needs regarding ridership etc.
 - Maintain confidentiality where applicable

Workplace Health and Safety

- Complies with workplace safety and health regulations as per Division Policy / Province of Manitoba including appropriate safe handling and storage of goods and supplies according to the Workplace Health Management Information Systems (W.H.M.I.S.).