



Head Mechanic

Position Summary

The Mechanic is a key member of the Division's transportation team, ensuring the safety, reliability, and efficient operation of the school bus fleet and divisional vehicles. This role involves the inspection, maintenance, and repair of all motorized equipment to support the safe transportation of students and staff.

The Mechanic ensures the effective daily operation of the divisional garage, fostering a culture of safety and reliability. By maintaining vehicles to the highest standards, the Mechanic supports the Division's mission of ensuring students reach their full potential through safe access to educational environments.

Reporting Structure and Accountability

The Mechanic reports directly to the Transportation Supervisor or designate. While the Transportation Supervisor holds overall responsibility for the department's operations, the Mechanic is vital in executing the technical and safety requirements necessary for fleet compliance.

General Responsibilities

The duties of the Mechanic focuses on technical implementation, preventative maintenance, and safety oversight.

- Assists the Transportation Supervisor in the strategic scheduling of preventative maintenance and resource allocation for garage operations.
- Maintains accurate records of repairs, inspections, and parts inventory to ensure operational readiness.
- Maintains a safe, clean, and orderly shop environment in compliance with workplace health and safety standards.
- Ensures all vehicles meet provincial safety standards to provide a safe environment for all stakeholders.
- Performs complex mechanical repairs, diagnostic testing, and routine servicing of school buses and other divisional equipment.
- Provides technical guidance regarding vehicle lifecycles and necessary equipment upgrades.
- Upholds provincial licensing standards and ethical professional conduct.
- Participates actively in professional growth and stays current with evolving automotive and diesel technologies.



Specific Responsibilities and Duties

Technical and Diagnostic Duties

- Conduct testing, diagnostics and repairs for all divisional assets including school buses, maintenance vehicles, small engines, trailers, and specialized equipment.
- Diagnose potential malfunctions using computer diagnostic equipment to determine required repairs or replacements.
- Communicate with bus drivers and/or others as required regarding mechanical concerns or to provide instructions on vehicle operation.
- Maintain an ongoing level of technical knowledge and proficiency in diesel engines, electronic engine controls, and multiport fuel systems.
- Respond to in-field breakdowns and emergency situations as required.

Safety and Inspection Duties

- Perform semi-annual safety inspections on school buses, trucks, and trailers to ensure compliance with the Motor Vehicle Act and Provincial School Bus Inspection requirements.
- Certify and sign safety inspection certificates for all divisional vehicles as a qualified technician.
- Ensure that all vehicles meet or exceed provincial safety standards before being returned to service.
- Maintain an established level of shop safety practices in strict accordance with Workplace Health and Safety standards.

Administrative and Garage Operations

- Administer day-to-day operations of the divisional garage, including planning and scheduling vehicle preventative maintenance.
- Complete work orders, safety inspection reports, and other related forms/records to ensure a comprehensive service history for every vehicle.
- Research and order necessary parts, equipment, tools, and supplies within the allocated budget to minimize vehicle downtime.
- Responsible for opening and closing shops, yards, and buildings, including the security of gates and alarms.
- Maintain accurate inventory of parts and shop tools.



Facility and General Maintenance

- Perform regular cleaning and minor repair of shop equipment and tools.
- Ensure all hazardous materials and waste fluids are handled and disposed of in compliance with environmental and health regulations.
- Operate shop equipment such as lifts, jacks, welding equipment, and specialized diagnostic tools.

Additional Duties

- Function as a relief bus driver or standby driver during driver shortages or emergency situations as required.
- Perform other job-related duties as assigned by the Transportation Supervisor or designate.

Required Qualifications

- **Certification:** Must possess a Province of Manitoba or Inter-provincial Certificate of Qualification Journeyman Mechanic (Motor Vehicle or Truck and Transport).
- **Education:** Completion of a high school graduation certificate or equivalent training/experience.
- **Licensing:** Must possess a valid Province of Manitoba Driver's License (minimum Class 5) with a satisfactory driver's abstract.
- **Safety Certification:** Must hold or be able to obtain a Provincial Vehicle Inspector certificate specifically for School Buses.

Preferred Qualifications

- **Technology Skills:** Experience with computer diagnostic equipment and proficiency in Windows-based applications for fleet management.
- **Communication:** Ability to communicate effectively in a pleasant and courteous manner.
- **Physical Capability:** Ability to perform heavy lifting (up to 22 kgs/50 lbs) and work effectively in adverse weather conditions.

Evaluation

The Transportation Supervisor will oversee the evaluation of the Head Mechanic.