



## **Assistant Mechanic**

### **Position Summary**

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

The Assistant Mechanic helps maintain the divisional garage to high standards of safety and reliability. By supporting the maintenance of vehicles, the Assistant Mechanic contributes to the Division's mission of ensuring students reach their full potential through safe access to educational environments.

### **Reporting Structure and Accountability**

The Assistant Mechanic reports directly to the Head Mechanic and the Transportation Supervisor or designate. The Assistant Mechanic works under the technical direction of the Head Mechanic to execute maintenance tasks and safety requirements necessary for fleet compliance.

### **General Responsibilities**

The duties of the Assistant Mechanic focus on technical assistance, preventative maintenance, and shop cleanliness.

- Assists the Head Mechanic in the execution of preventative maintenance and garage operations.
- Helps maintain accurate records of repairs, inspections, and parts inventory.
- Maintains a safe, clean, and orderly shop environment in compliance with workplace health and safety standards.
- Assists in ensuring vehicles meet provincial safety standards to provide a safe environment for all stakeholders.
- Performs basic to intermediate mechanical repairs and routine servicing of school buses and other divisional equipment.
- Supports the Head Mechanic in upholding provincial licensing standards and ethical professional conduct.
- Participates actively in professional growth to develop skills in automotive and diesel technologies.



## **Specific Responsibilities and Duties**

### ***Technical and Diagnostic Duties***

- Assist with testing, diagnostics, and repairs for divisional assets including school buses, maintenance vehicles, and small engines.
- Help identify potential malfunctions using diagnostic equipment under the guidance of the Head Mechanic.
- Communicate effectively with staff regarding vehicle status and operation instructions.
- Develop proficiency in diesel engines, electronic engine controls, and multiport fuel systems.
- Assist in responding to in-field breakdowns and emergency situations as required.

### ***Safety and Inspection Duties***

- Assist the Head Mechanic during semi-annual safety inspections on school buses, trucks, and trailers.
- Help ensure all vehicles meet or exceed provincial safety standards before they are cleared for service.
- Adhere to established shop safety practices in strict accordance with Workplace Health and Safety standards.

### ***Administrative and Garage Operations***

- Support the day-to-day operations of the divisional garage.
- Assist in completing work orders, safety inspection reports, and other related forms.
- Help track inventory of parts and shop tools to ensure availability.
- Assist with the security of shops, yards, and buildings, including gates and alarms.

### ***Facility and General Maintenance***

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

### ***Additional Duties***

- Function as a relief bus driver or standby driver during driver shortages or emergency situations (if properly licensed).



### **Preferred Qualifications**

- 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.
- Physical Capability: Ability to perform heavy lifting (up to 22 kgs/50 lbs) and work effectively in adverse weather conditions.
- Certification: Province of Manitoba or Inter-provincial Certificate of Qualification Journeyman Mechanic (Motor Vehicle or Truck and Transport) or currently enrolled in an apprenticeship program.
- Safety Certification: Possession of or ability to obtain a Provincial Vehicle Inspector certificate specifically for School Buses.
- Knowledge: Demonstrated knowledge of Provincial Regulations (e.g., MR465/88) and National Safety Code laws (HTA).
- Technical Skills: Proficiency or training in diesel engines, electronic engine controls, and multiport fuel systems.
- Technology Skills: Experience with computer diagnostic equipment and Windows-based applications.
- Communication: Ability to communicate effectively in a pleasant and courteous manner.

### **Evaluation**

The Transportation Supervisor, with input from the Head Mechanic, will oversee the evaluation of the Assistant Mechanic.