

## Bus Mechanic

Immediate Supervisor: Transportation Coordinator

### **Personal suitability/Qualifications:**

- possess a Manitoba/Interprovincial Journeyman's Certificate in truck/transport Mechanics, or equivalent such that the mechanic qualifies to perform school bus safety inspections;
- have two or more years' experience as a journeyman mechanic;
- possess strong communication and human relations skills;
- be able to work with a minimum of supervision;
- be physically capable of performing all the duties related to this position;
- provide all hand tools required to perform the job function.

### **Responsibilities of the position**

- Maintain all Division school buses in a condition that provides for safety at all times and conforms to all provincial regulations and Division policies;
- Keep the Supervisor apprised on a daily basis regarding mechanical problems, or safety concerns.

### **Description of duties**

- Have all rotationally scheduled maintenance, as well as all other service performed on each unit and record in unit log book;
- perform six month inspections on units to comply with Provincial Regulation 465/88 and sign inspection certificates with proper dates;
- fill out work order sheets as work is completed (record work performed and number of hours spent on each unit); record all parts consumed;
- make reports on all unusual maintenance problems, or untidy buses to the Supervisor;
- maintain a clean and safe Bus Garage in a manner that will ensure safety for himself/herself and others; be responsible to take safety precautions when servicing buses;
- maintain a record of all parts used and the cost of the same. Order parts as required for immediate use and for stock. All invoices for parts/materials are to be sent to the Division Office a weekly basis;
- be responsible to take safety precautions when servicing buses;
- maintain up-to-date Material Safety Data Sheets for all products in use and comply with all other W.H.M.I.S. Regulations;

- in the absence of the Coordinator, direct Mechanic's Helper, responsible for spare bus drivers and extra-curricular trips.

**Evaluation**

Job performance shall be evaluated by the Transportation Coordinator in the first year of employment, and every three years thereafter.