



RETSD supports diversity in its teaching, learning and work environments. We aim to employ a workforce that is representative of the communities in which we work and serve. Indigenous peoples, persons who are differently abled, women, members of the LGBTQ2+ community, and members of groups that commonly experience discrimination due to race, ancestry, colour, beliefs, or place of origin are encouraged to apply and to identify their employment equity status in their cover letter. All qualified applicants will receive consideration for employment without regard to race, nationality, ethnicity, religion, age, sex, gender identity, sexual orientation, disability, or any other protected characteristic. RETSD will provide reasonable accommodations to applicants who are disabled and who may experience barriers during the interview and assessment process, upon request.

Mechanic

Bulletin No. 24B-011

May 6, 2024

Transportation

**Full-time
8 hours per day
Effective June 3/24**

Job Summary:

Under the supervision of the Director and Assistant Director of Transportation, the Certified Mechanic is responsible for the maintenance and upkeep of the River East Transcona School Division vehicles in a safe operating mechanical condition.

Duties and Responsibilities:

- Maintenance and professional up-keep of vehicles in a safe manner.
 - Certifies his/her work done on the required six-month inspection report, School Bus Inspection Certificate.
 - Addresses all necessary concerns as reported by bus drivers.
 - Explains to drivers the correct operation of mechanical equipment as directed.
 - Completes and maintains proper forms/records and material tags.
 - Signs dealer's forms for authorized recall in-house repairs.
 - Keep shop and work area in a clean, safe work environment.
 - Works in a safe manner that will not endanger fellow employees.
 - Takes care as not to waste materials by troubleshooting and identifying problems.
- Attends in-services and workshops put on by the Division and Department of Education.
 - Attends in-service to keep up with safety, buses and bus drivers concerns such as defensive driving.
 - Attends seminars and workshops to keep up with changing technology such as engine and brake repairs.
 - Instructs fellow workers in new or updated procedures if they did not attend or miss seminars/workshops.
- Drive School Buses.
 - Drives school buses on road tests.
 - Drives school buses into Transportation after breakdowns on road and making emergency repairs.
 - Drives school buses to fill absent driver's shifts as required.
- Other – Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required.

Qualifications, Skills and Abilities:

Qualifications

- High school graduation certificate or equivalent training/experience
- Province of Manitoba or Inter-provincial Certificate of Qualification Journeyman Mechanic, Motor Vehicle Mechanic.
- Experience in repairs on heavy vehicle or school buses preferred.
- Valid driver's license.
- School Bus Class 2 Certificate or be able to obtain one.
- Must respect confidentiality of work.



Skills and abilities

- Ability to work under minimal supervision.
- Ability to work in adverse weather conditions.
- Ability to recognize and practice safety.
- Ability to communicate in a pleasant, courteous, and effective manner.

Physical Demands and Working Conditions:

Physical demands:

- Equipment used: ability to use and be capable of using all necessary equipment in the repair and maintenance of vehicles. Must be able to drive division vehicles.
- Mainly shop work, greasy, and heavy lifting at times. May be required to do mechanical work outside garage.
- Physically able to lift up to 22 kgs (50 lbs) and operate related equipment.
- Sufficient vision and hearing to perform related job duties.

Working conditions:

- Exposure to noise
- Works closely and frequently with fellow mechanics, stock clerk and bus drivers. Has contact with maintenance staff, supplier and interface with other school division mechanics. When required to drive a bus will have contact with students, paraprofessionals, teachers, and principals.

Deadline for applications:

Open until filled – 2:00 p.m.

Salary range:

As per CUPE 796, \$32.80 - \$34.18 per hour

External candidates must apply online through Job Connect.

Please visit our website at www.retsd.mb.ca – Careers.

Internal candidates must apply online through Employee Connect > Job Tab.

Mail or Email applications will not be accepted.

Consideration for this position is not necessarily limited to those who apply.

Candidates are responsible for providing a clear and accurate resume that demonstrates how they meet the qualifications outlined in the notice of job opportunity.

We thank all applicants, however only those selected for an interview will be contacted.