



**KELSEY SCHOOL DIVISION ADMINISTRATION OFFICE
IS SEEKING
FULL-TIME PERMANENT MECHANIC or SHOP FOREMAN/MECHANIC
(12-Month Position)
8.0 HOURS PER DAY
EFFECTIVE Immediate**

EDUCATION AND TRAINING:

- Grade 12 graduate
- Valid certification/Red Seal Journeyman Truck/Heavy Duty/Auto Mechanic from an accredited apprenticeship program for use in Manitoba.
- Certification to perform provincial periodic mandatory vehicle inspections on school bus, medium truck and trailers would be considered an asset.
- Minimum of five years of related experience
- Knowledgeable in basic Microsoft computer skills including email and outlook
- Hold and maintain a valid “Class 1 – 5” driver’s licence. (A driver’s abstract may be requested)
- Valid first aid and WHMIS would be considered an asset

EXPERIENCE AND SKILLS:

- Knowledge of operating principles of diesel engines, transmissions and hydraulic systems
- Knowledge of occupational hazards and safety precautions and procedures
- Knowledge of provincial standards and requirements relative to operation and maintenance of school buses, light vehicles and trailers
- Knowledge of standard practices, methods, tools and equipment relating to mechanical maintenance and repair
- Good verbal and written communications skills
- Good planning and organizational skills
- Ability to establish and maintain effective working relationships
- Ability to work independently and as part of a team
- Advanced knowledge in diagnosing, servicing and repairing mechanical and electrical problems
- Proficiency in the application and use of diagnostic engine, ABS brake, automatic transmission and dashboard diagnostic software would be considered an asset
- Excellent time management and organizational skills
- Proven teamwork and interpersonal skills to effectively communicate with staff
- Experience in school bus or heavy equipment repair. Experience with gas, propane and diesel engines.
- Experience in a Lead Hand/Supervisory role would be considered an asset
- Ability to assume some duties of Director of Transportation and Maintenance while he/she is away or unavailable

RESPONSIBILITIES:

- Service, maintain, overhaul and repair all buses, trucks and other School Division equipment
- Troubleshoot, diagnose and repair electrical problems and other issues on buses and other School Division equipment
- Perform provincial safety certification on buses, garbage truck and trailers as required
- Order machinery parts
- Process warranty claims
- Operate all power and hand tools of the trade
- Maintain appropriate records as required by provincial legislation and/or the Division
- Maintain working areas in a clean and safe condition

- Equipment used: mechanic tools electronic diagnostic equipment

*For a complete job description please contact KSD

Closing date for applications: Open Until A Suitable Candidate is Found

Apply to: Graham Kahler, Secretary Treasurer c/o sancox@ksd.mb.ca
 Kelsey School Division Administration Office
 322 Edwards Avenue
 The Pas, MB R9A 1R4Fax: (204) 623-7704

Note: Resumes must include three employment references.

PLEASE NOTE: Employment is conditional upon successful clearance by Criminal Records and Child/Adult Abuse Registry.

We thank you for submitting your application; however, only those interviewed will be contacted.