



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Journeyman Mechanic – Heavy Duty
CLASSIFICATION	
DEPARTMENT	Maintenance
LOCATION	Area 4 and Area 5
REPORTS TO	Transportation Coordinator Area 5 Administrative Officer Area 4
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months
EFFECTIVE DATE	

POSITION SUMMARY

The Journeyman Mechanic – Heavy Duty is involved in the maintenance and repair of school buses, trucks and heavy equipment. The work includes repairing, rebuilding, remodelling, assembling, installing, welding, diagnosing and overhauling of school buses, trucks and heavy equipment. The Mechanic also performs bus safety inspections. The incumbent must have their own hand tools.

QUALIFICATIONS

Education

- “Red Seal” Inter-Provincial Heavy-duty equipment mechanic Certificate.
- School bus safety certification.

Experience

- Two years heavy duty mechanic experience.
- Valid Class 2 Manitoba Drivers License with air ticket.

Knowledge, Skills and Abilities

- Knowledge of operating principles of diesel engines, transmissions and hydraulic systems.
- Knowledge of standard practices, methods, tools and equipment relating to mechanical maintenance and repair.
- Knowledge of Provincial standards and requirements relative to operation and maintenance of school buses and heavy duty equipment.
- Knowledge of occupational hazards and safety precautions and procedures.
- Knowledge of electronic troubleshooting.
- Good verbal and written communication skills.
- Good planning and organizational skills.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and as part of a team.

DUTIES AND RESPONSIBILITIES

- Services, maintains, overhauls and repairs all buses, trucks and heavy equipment.
- Troubleshoots, diagnoses and repairs electrical problems on buses.
- Performs Provincial Safety Certification on buses
- Orders machinery parts.
- Operates all power and hand tools of the trade.
- Maintains appropriate records as required by Provincial legislation and/or the Division.
- Maintains working areas in a clean and safe condition.

Performs other duties as assigned.

CONTACTS

Transportation Department

Bus drivers

External agencies (suppliers, Highways government agencies)

WORKING CONDITIONS

Garage shop

Some outside work

Required for emergency call-backs

PHYSICAL AND VISUAL REQUIREMENTS

Physically able to crawl under buses and access engine compartments

Lifting up to 25 kg

Good visual acuity

EQUIPMENT USED

Mechanic Tools

Electronic diagnostic equipment

APPROVED

	April 4, 2012
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Signature, Chief Superintendent

Date

	April 4, 2012
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Signature, Secretary-Treasurer

Date

	April 4, 2012
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Signature, Human Resources Coordinator

Date