



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. We welcome First Nations, including those who identify as Metis, Indigenous or Inuit to apply. In addition, women, persons who are differently abled, members of the 2SLGBTQ+ 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 accommodation to applicants who may experience barriers during the interview and assessment process, upon request.

Mechanic (Multiple Positions)

Transportation

Job Summary:

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

Duties and Responsibilities:

- Maintenance and professional up-keep of vehicles in a safe manner.
 - Certifies work is done on the required six-month inspection report, School Bus Inspection Certificate
 - Addresses all necessary concerns as reported by bus drivers
 - Provides explanation to drivers on the correct operation of mechanical equipment
 - 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
 - Troubleshoots, identifies, and resolves problems safely and efficiently
- 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 changing technology
 - Instructs fellow workers in new or updated procedures, consistent with seminars/workshops
- Drive School Buses.
 - Drive's school buses on road tests
 - Drive's school buses into Transportation after breakdowns on road and making emergency repairs
- 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 vehicles or school buses is 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, storekeepers, and bus drivers. Has regular contact with clerical staff, maintenance staff, suppliers and other school division mechanics. Has occasional contact with students, paraprofessionals, teachers, and principals.

Condition of Employment:

Criminal Record Check (Including Vulnerable Sector Check): Must provide a clear and current Criminal Record Check with Vulnerable Sector Screening prior to starting employment.

Child Abuse Registry Check: Must provide a clear Manitoba Child Abuse Registry Check prior to employment.

Deadline for applications:

Open until filled

Salary range:

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

APPLY NOW:

Full-time Opportunity

Casual Opportunity

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.

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

Please note that an employee is not permitted to hold two or more positions in River East Transcona School Division that combine to equal more than 1.0 FTE.

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