



## Head Mechanic

### Administrative Procedure 2.B.152

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**Board Governance Policy Cross Reference: 1, 2, 3, 16, 17**

**Provincial Reference:**

**Administrative Reference:**

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**Date Adopted: November 2015**

**Date Amended: July 2018**

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#### **PHILOSOPHY**

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honour these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

The Head Mechanic operates as part of the team that provides efficient, respectful and effective service to the division.

#### **GENERAL POSITION DESCRIPTION**

Under the supervision of the Transportation Manager, the Head Mechanic is a member of the Division Operations Department. This position is responsible for the coordination of all bus and Division vehicle maintenance, providing leadership and administrative direction to the Gimli Bus Garage as well as the direction and support to the other employees of the Gimli Bus Garage. The Head Mechanic is also responsible for direct service (e.g. repairs and preventative maintenance) to school buses and division vehicles up to approximately 50% of their time with the other 50% being for administrative duties (e.g. direction and support to staff, parts inventory, Commerce Point Reporting, Warranty administration).

#### **RESPONSIBILITIES AND DUTIES**

##### **A. Evergreen School Division Transportation Operations and Procedures Management**

- 1.0 Establish procedures for efficient and effective operations of the Gimli Bus Garage.
- 2.0 Coordinate Gimli Bus Garage activities, including the following:
  - 2.01 Manage the Preventative Maintenance (P.M.) Program.
    - 2.01.1 Establish and follow a P.M. system that meets the requirements of divisional and provincial regulations and policies.
    - 2.01.2 Maintain records associated with P.M. procedures.
    - 2.01.3 Report to the Transportation Manager, any vehicle that constitutes a safety hazard or that must be removed from service for inspection, service or repair.
    - 2.01.4 Report to the Transportation Manager any evidence of improper operation on the part of a driver/operator.

- 2.01.5 Conduct vehicle inspections as required by provincial regulation and division policy.
- 2.02 Coordinate repair of vehicles as required.
  - 2.02.1 Establish priorities for scheduled, unscheduled, and emergency repairs.
  - 2.02.2 Coordinate manufacturer recalls and warranty work.
  - 2.02.3 Monitor bus performance following repairs.
  - 2.02.4 Monitor school bus radios during assigned working hours when buses are in operation and use radios to contact drivers to arrange repairs.
  - 2.02.5 Arrange for the pick-up and delivery of vehicles as required.
- 2.03 Supervise the organization and cleanliness of the Gimli Bus Garage.
  - 2.03.1 Maintain the facility in a neat and orderly manner.
  - 2.03.2 Supervise staff to ensure a safe working environment.
  - 2.03.3 Report any facility deficiencies to the Maintenance Manager.
- 2.04 Produce and maintain records and reports.
  - 2.04.1 Prepare all reports as required by provincial, federal and divisional regulations and policies.
  - 2.04.2 Complete all work orders according to established procedures.
  - 2.04.3 Purchase supplies and parts as authorized by the Transportation Manager and maintain a formal inventory control on those supplies and parts.
  - 2.04.4 Assist the Transportation Manager with the preparation of the annual budgets.
  - 2.04.5 Recommend to the Transportation Manager the replacement of vehicles.
  - 2.04.6 Recommend the purchase of shop equipment and any building modification to the Transportation Manager.
- 2.05 Liaise with representatives of Manitoba Pupil Transportation and other provincial and civic agencies as required.

## **B. Personnel Planning and Supervision**

- 1.0 Communicate division expectations to the Gimli Bus Garage staff, support a productive working climate, positive staff morale and assist in the resolution of concerns as required.
- 2.0 As defined by the Transportation Manager, direct the day-to-day routines and performance of the Gimli Bus Garage staff.
- 3.0 Recommend to the Transportation Manager of changes necessary in the structure and function of the Gimli Bus Garage to meet the needs of Evergreen School Division and Provincial standards.
- 4.0 Recommend as necessary, to the Transportation Manager, revisions to the position descriptions of personnel who receive direction from the Head Mechanic.

- 5.0 In consultation with the Transportation Manager, participate in the recruitment and selection procedures of all personnel who receive direction from the Head Mechanic.
- 6.0 Provide feedback in regular performance reviews of personnel who receive direction from the Head Mechanic.
- 7.0 Provide information to Transportation Manager as required to facilitate payroll completion for all Bus Garage staff.
- 8.0 Assist in the development and training of the Bus Garage staff in accordance with existing policy and in collaboration with Transportation Manager.

**C. Licensed Mechanic Duties**

- 1.0 Perform repairs and maintenance on buses as required and in accordance with the Licensed Mechanic Position Description.

**D. General**

- 1.0 Attend all meetings as deemed necessary by the Transportation Manager.
- 2.0 Carry out other duties as assigned by the Transportation Manager.

**SKILLS / QUALIFICATIONS**

- Truck and Transport Mechanic Certificate and experience working as a School Bus technician, automotive technician or Mechanic on school buses (or equivalent)
- Grade 12 or equivalent
- Strong Computer Work Order and Diagnostic Software Experience
- MB Class 2 Driver's License and a School Bus Operator's certificate preferred
- School Bus Safety Inspection Certificate (preferred)
- Ability to work in a team environment
- Minimum 2 years relevant training and experience
- WHMIS Training