****

**Park West School Division**

**Mechanic (Licensed Trade)**

**School Buses and Fleet Vehicles**

Park West School Division is located in south-western Manitoba approximately one hour from Riding Mountain National Park and Brandon, Manitoba. The school division has a service facility in Arrow River, MB with Mechanics who maintain a fleet of 42 school buses and 7 fleet vehicles.

**Assignment**

* Six-month term, possibly leading to permanent, full-time, 8 hours per day , Monday- Friday

**Role**

The Mechanic key responsibilities are:

* School bus and fleet vehicle repair and maintenance
* Administrative tasks related to work orders, inventory, vehicle repair schedules and purchasing
* Positive communication with suppliers, bus drivers, and staff

**Qualifications**

**Required**

* Completion of Grade 12
* Journeyman Mechanic Trades Certificate / Ticket
* Complete set of hand tools *(required to perform daily repairs on School Division buses and vehicles)*
* Ability to prioritize a multi-task workload and manage deadlines
* Well-developed communication skills with strong inter-personal skills
* Strong organizational skills with demonstrated attention to detail
* Valid Class 5 Driver License
* Strong information technology and computer knowledge/ skills and willing to be trained in new technology
* Knowledge of safety regulations and procedures

**Preferred**

* Truck Transport Mechanic Trades Certificate / Ticket
* Vehicle inspection experience and certification as a vehicle inspector
* 4 years prior work-related vehicle mechanic experience or equivalent
* Current Class 2 Manitoba Driver License
* School Bus Operator Certificate

**To Apply – Submit:**

* Cover letter and comprehensive resume
* Contact information for work related references

**Attention: Dan Voth**

**Transportation Supervisor**

**Park West School Division**

**Box 68,**

**Birtle, MB. R0M 0C0**

**Phone : 204-842-2111**

**Fax: 204-842-2110**

**Email:** dvoth@pwsd.ca

*Thank you to all applicants for their interest in Park West School Division.*

*Only those candidates selected for interviews will be contacted.*

*Employment is conditional upon an acceptable Criminal Record and Child Abuse Registry* *Check.*