



Park West School Division
Assistant Mechanic (Unlicensed)
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 2 FTE Mechanics who maintain a fleet of 42 school buses and 7 fleet vehicles.

Assignment

- Permanent - Full Time - 8 hours per day - Monday- Friday - 12 months per year

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
- 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

- 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. ROM 0C0
Phone : 204-842-2111
Fax: 204-842-2110
E-Mail: 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.