



NORTH EAST SCHOOL DIVISION
invites applications for the position of:

Mechanic Foreman

Full Time Permanent
Job #2016-17-091

Applications are invited for a **full time permanent Mechanic Foreman** at our Tisdale Transportation Office with **duties to commence as soon as can be mutually agreed upon.**

Reporting to the Supervisor of Transportation, the Mechanic Foreman provides leadership and direction to the repair shop team. To plan, organize, direct, perform maintenance and repair a variety of gasoline and diesel powered school buses and operation of all school division vehicles.

The Mechanic Foreman will be responsible to inspect and operate vehicles and equipment to diagnose problems and determine repairs needed; issue repair orders, maintain preventative maintenance schedules; keep up with latest technology regarding the maintenance and repairs of school buses and related vehicles.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent.
- A Truck & Transport (Heavy Duty) Journeyperson's certification is required.
- Valid class 5 Driver's License.
- Knowledge of legislative and regulatory requirements for the safe operation of a fleet is required.
- Experience supervising employees would be considered an asset.
- Previous experience in the maintenance of school buses would be considered an asset.
- Current certification with SGI, applicable for school bus inspections would be an asset.
- Proficiency in the operation of computers, word processing, diagnostic applications and additional software used by the school division.
- Maintaining and management of a budget.
- Demonstrate skills for supervising, planning, scheduling, completing work orders, inventory management and record keeping of fleet repairs and maintenance.
- Manage parts inventory and order parts as required to maintain acceptable service levels.
- Assist management with the continuous development and execution of the fleet maintenance plan.
- Knowledge of OH&S standards and safe operating procedures within a garage environment.
- Ability to execute written and oral instructions.
- Physically capable of lifting, bending, twisting, turning and climbing.

Additional details and job description may be obtained from **Bryan Morgan, Supervisor of Transportation Services** at **1(306) 873-4555** or by emailing morgan.bryan@nesd.ca.

QUOTE JOB #2016-17-091 and send applications to the undersigned complete with a covering letter, a resume (with all supporting documentation) and a minimum of three professional references including your most recent employer **no later than 12:00 noon on August 11th, 2017 to:**

Employee Services
North East School Division No. 200
E-mail: careers@nesd.ca

The successful applicant will be required to produce a Criminal Records Check and Vulnerable Sector Check.

We want to thank you in advance for your application.
However, only those individuals short-listed will be contacted.