

EMPLOYMENT OPPORTUNITY

Mechanic, Sanford Bus Garage

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➤ Assignment:	40 hours per week
➤ Status:	Permanent
➤ Commencement Date:	To be determined
➤ Competition Number:	2627-002
➤ Posting Date:	August 17, 2026
➤ Closing Date:	Will remain open until filled
➤ Salary Range:	\$33.82 - \$37.28 (DOQ)

The Division

Located in southeast Manitoba, The Red River Valley School Division has an enrollment of approximately 2,500 students across 13 schools. We deliver a wide range of academic, vocational and extracurricular programs, as well as a continuum of supports and services designed to meet the needs of all of our students.

Our employees are committed to fulfilling our mission. *"The Red River Valley School Division, with the support of families and community, strives to provide a learning environment that will allow our students the opportunity to achieve their highest potential in a global environment".*

The Position

The mechanic position is under the direction of the Transportation Supervisor and Head Mechanic. This position will be responsible to inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of RRVSD school buses and vehicles, to ensure safe and efficient transportation.

Key Responsibilities:

- Perform routine scheduled service, including oil changes, lubrication, and tune-ups, following divisional and provincial regulations;
- Review work orders with the Head Mechanic and diagnose faults using computerized devices, road tests, and motor inspection;
- Adjust, repair, or replace parts across all major systems (fuel, brakes, steering, suspension, engine, drivetrain, exhaust/emissions, cooling/HVAC, and electrical);
- Test and adjust repaired systems to meet manufacturer specifications and monitor vehicle performance;
- Conduct required vehicle inspections according to provincial and divisional policies;
- Immediately report any vehicle that poses a safety hazard to the Head Mechanic so it can be removed from service;
- Report any evidence of improper vehicle operation by a driver/operator to the Head Mechanic;
- Maintain a safe, neat, and orderly work environment;
- Monitor school bus radios continuously and contact drivers to arrange repairs;
- Advise the Head Mechanic and bus drivers on work completed, overall bus condition, and upcoming repair needs;
- Requisition necessary materials and supplies;
- Prepare required mechanical and electronic reports;
- Complete other duties as assigned.

Qualifications:

- Truck and Transport Mechanic Red Seal Certificate and a current Manitoba Driver's License Class 2 in good standing are required;
- 3rd or 4th year apprentices within the Truck and Transport Mechanic trade would be considered;
- Must have at least 2-3 years' experience in repair and school bus maintenance or a combination of truck and transport related repair and maintenance; and may include structural, mechanical, electrical and electronic vehicle systems, and components such as engines, cab, chassis and frames, brakes, steering, suspension, drive train, fuel systems and hydraulic systems, and perform preventative maintenance and diagnosis of vehicles;
- Experience using computer diagnostic software for motor vehicles would be an asset;
- Must have good interpersonal skills and the ability to communicate clearly and concisely, both orally and in writing, as well as understand and follow verbal and written instructions;
- Ability to work independently and within a team environment, and have good problem-solving and analytical skills;
- Must be familiar with and adhere to safe workplace practices and requirements as per Workplace Safety and Health and other provincial regulations as they apply to a vehicle maintenance facility;
- Must be free of any physical restrictions that would prevent performing the manual labor components of the position, ability to recover buses or assist in recovery of school buses in all types of weather conditions;
- Must be able to work in an environment involving exposure to dust, noise, and extreme temperature/weather conditions and work outside of regular hours when necessary.

What We Offer:

- Comprehensive group insurance benefits package;
- Division pension plan;
- Opportunity to bank overtime hours as per division policy;
- Annual safety boot allowance.

Please Note:

- Only those selected for an interview will be contacted.
- The successful candidate must submit an original Criminal Record Check (for working with vulnerable sectors) and an original Child Abuse Registry Check dated within the last 6 months, and a satisfactory driver's abstract, deemed satisfactory by the employer, before commencing employment. Costs associated with these checks are the responsibility of the successful candidate.

The Application Process

Please submit a cover letter, resume, and three professional references on or before the closing date to:

Human Resources, Red River Valley School Division,

Email: hrdept@rrvsd.ca

In person/mail: P.O. Box 400, 233 Main Street N., Morris, MB, R0G 1K0

Red River Valley School Division acknowledges that individuals may face barriers that hinder their full and equal participation in the workplace and is committed to providing reasonable accommodation to all employees and candidates. RRVSD is an equal opportunity employer.

Accommodation is available on request for candidates taking part in all aspects of the selection process.