

# JEFFERSON TRANSIT AUTHORITY

## Position Description

**POSITION TITLE:** Mechanic I

**SUPERVISOR:** Fleet & Facilities Manager

### **SCOPE OF RESPONSIBILITY**

Under close supervision of the Fleet & Facilities Manager and/or his or her delegate, employees in this classification perform semi-skilled mechanical tasks in the troubleshooting and repair of diesel, gasoline and propane vehicles and equipment either in the field or at the maintenance facility.

Routine inspections, minor repairs and repetitive servicing duties, as assigned, are done independently in accordance with standard methods.

### **ESSENTIAL FUNCTIONS**

- Performs all aspects of routine preventative maintenance on diesel, gasoline and propane powered vehicles and equipment to include safety inspections, lubrication, changing of fluids, filters, and related tasks.
- Assists in replacing and repairing engines, alternators, starters, transmissions, differentials, drive lines, radiators, and air and brake systems as directed by Lead Mechanic or Maintenance Administrator.
- Checks vehicle fluid levels and services batteries.
- Changes headlights, interior and exterior lights, wiper blades, tires or other components as directed.
- Performs emergency roadside repairs and assistance including vehicle chaining as necessary.
- Conducts road test of coaches and support vehicles and assures that transit coaches and support vehicles and equipment are in safe operating condition.
- Transports vehicles as necessary to local or outside vendors for various repair work.
- Maintains concise maintenance records via agency computer software.
- Uses a variety of hand and power tools and equipment such as lifts, wrenches, jacks, presses, power drills and a steam cleaner.
- Maintains and clean and orderly work area.
- Performs any other duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the operating principles and mechanics of all diesel and gasoline and propane engines; the hazards and safety precautions followed in heavy equipment repair shops.
- Ability to use jacks, wrenches, grease guns, hydraulic hoists, cleaning materials and other tools and equipment used in the service and repair of heavy equipment.
- Understand and carry out both oral and written instructions.
- Work as a team with other employees in a directed work team environment.
- Conceptualize the work required through personal observation or a verbal description and determine what is necessary to obtain quality results.
- Ability to use computers for diagnostic procedures, maintenance work order, repair, parts and inventory tracking and general office work.
- High school diploma or equivalent and completion of or attendance at an auto/diesel mechanics course or a recognized apprentice program.
- One year experience in medium to heavy duty truck and/or bus maintenance is desired.
- Ability to work in both an indoor and outdoor environment requiring moderate physical exertion.
- Possession of a set of hand tools and a roll away tool box is required at the time of hire.
- Must pass a pre-employment substance abuse test as a condition of employment. This position is considered safety-sensitive, as defined by the Federal Transit Administration (FTA). Thus it is subject to random drug and alcohol testing and is subject to all other types of substance abuse tests as described in the policy.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.
- Acceptable driving record.

### **SPECIAL REQUIREMENTS**

- Must possess a valid Washington State Driver's License at the time of hire and be able to obtain a Class B Commercial Driver's License permit within thirty (30) days of hire. Must obtain a CDL Class B license within ninety (90) days of hire.
- Must possess a complete set of heavy equipment tools and a roll-a-way tool box necessary to perform the essential functions of the position.
- Must pass a pre-employment substance abuse test as a condition of employment. This position is considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is subject to random drug and alcohol testing and is subject to all other types of substance abuse tests as described in this policy.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.
- Must have the ability perform the essential functions as described above including the ability to maneuver objects weighing in excess of fifty (50) pounds.

### **WORK SCHEDULE**

Variable hours. Full-time work not guaranteed. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

### **SALARY & BENEFITS**

Wage and benefits are per labor agreement. This is a Union position.

**This is a non-exempt position as defined by the Fair Labor Standards Act (FLSA).**

## **PHYSICAL DEMANDS**

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<b>Sitting:</b>	Occasionally, when working at a desk or in a meeting
<b>Standing/Walking:</b>	Continuously, to and from vehicles and while inspecting and repairing vehicle
<b>Driving:</b>	Occasionally, when checking vehicle or picking up parts
<b>Lifting/Carrying:</b>	Frequently, up to 25 pounds; occasional lifting of up to 90 lbs. (wheels/tires, vehicle parts etc.) may be necessary
<b>Bending/Squatting/Kneeling:</b>	Frequently, when inspecting and repairing vehicle
<b>Pushing/Pulling/Reaching:</b>	Frequently, with maximum force of 25 pounds, while repairing vehicle and maneuvering parts
<b>Twisting:</b>	Frequently, at waist and neck when inspecting and repairing vehicle
<b>Overhead Reaching:</b>	Frequently, when inspecting and repairing vehicle
<b>Climbing:</b>	Frequently, getting in or out of vehicle
<b>Handling/Grasping:</b>	Frequently, while using tools and steering vehicle
<b>Talking:</b>	Frequently, communicating with other employees and vendors
<b>Hearing:</b>	Continuously, listening for bus malfunctions, employee communications, and radio communications
<b>Fine finger manipulation:</b>	Frequently, when handling nuts and bolts and operating radio and vehicle controls
<b>Work in inclement weather:</b>	Occasionally, in extreme hot and/or cold temperatures

***The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.***

***Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.***