

JEFFERSON TRANSIT AUTHORITY (JTA)

Position Description

POSITION TITLE: Mechanic

SUPERVISOR: Fleet & Facilities Manager

SCOPE OF RESPONSIBILITY:

Employees in this classification perform all levels of skilled mechanical tasks related to preventive maintenance, advanced diagnostics, troubleshooting, and repair of diesel, gasoline, and propane powered vehicles and equipment either in the field or in a maintenance facility.

Performs any and all mechanical repairs according to general guidance from the Fleet & Facilities Manager and/or their designee. Considerable independent judgment is required as to work methods and procedures, however, the work is subject to inspection by the Fleet & Facilities Manager and/or their designee both during work and upon completion for quality and conformity with specifications.

ESSENTIAL FUNCTIONS:

- Perform all levels and types of preventative maintenance, troubleshooting, diagnosis, and mechanical and electrical repairs on diesel, gasoline, and propane powered transit fleet vehicles and related equipment.
- Operate vehicle service and repair equipment and shop tools utilized in the inspection, troubleshooting, servicing and repair of transit vehicles. Includes, but not limited to: electronic diagnostic tools, refrigerant recovery systems, welding and cutting equipment, drill press, metal brake, arbor press, grinders, vehicle hoists, sand blasters, pressure washers, brake lathes, tire machines, and forklifts.
- Perform minor bodywork and replace window/windshield glass.
- Perform emergency roadside repairs and vehicle operator assistance such as snow chain installation.
- Complete vehicle and equipment inspection and repair documentation forms, computerized work orders and accurately record parts usage.
- Operate transit vehicles in non-revenue service for coach changes throughout Jefferson Transit service area.
- Attend on and off-site training events as needed to maintain knowledge of current automotive technologies.
- Maintain a clean and orderly work area.
- Demonstrate exemplary safety practices and precautions in the transit maintenance environment.
- Conduct cross-training and mentoring of other maintenance department personnel as-needed to maximize productivity and efficiency of maintenance operations.
- Perform other duties as assigned by the Fleet & Facilities Manager and/or their designee.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Three or more years' Journeyman level experience in transit, bus, or heavy-duty truck maintenance or completion of a recognized two year diesel mechanic program plus two years journey-level mechanical work.
- Knowledge of methods, materials, tools, and standard practices related to the maintenance and repair of heavy duty vehicles and equipment.
- Thorough comprehension of the principles of operation of gasoline, propane, and diesel powered engines.
- Ability to read and understand electrical schematics and perform electrical system diagnosis and repair.
- Proficiency with computers and various other electronic equipment used for diagnostic procedures, repair order completion, parts and inventory tracking, training, and other general administrative activities.
- Ability to safely handle and operate tools and equipment required for the service and repair of heavy equipment including hydraulic jacks, presses, impact wrenches, air compressors, grease guns, and vehicle lifts.
- Ability to understand and carry out both verbal and written instructions.
- Ability to work as a team with other employees and maintain effective, professional working relationships with other transit employees, supervisors, administrators, passengers, outside contractors, suppliers, and the public.
- Ability to perform all essential functions of the position as described above and physical activities as specified below under physical demands section in both indoor and outdoor environments.

SPECIAL REQUIREMENTS:

- Must possess a valid Washington State driver’s license at time of hire, be able to obtain a Class B Commercial Driver’s License (CDL) **permit** within thirty days of hire, and obtain Class B CDL within ~~ninety days~~ **6 months** 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 this policy.
This is a non-exempt position as defined by the Fair Labor Standards Act (FLSA).
- Must possess roll away tool box and complete set of repair tools necessary to perform the essential functions of the position at time of hire.
- Must be willing to receive Hepatitis B vaccination (provided by employer) or sign waiver acknowledging risk of exposure to biohazards.
- 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 pass a criminal record check.
- High School diploma or general education degree (GED) required.
- Must maintain personal hygiene and grooming standards appropriate within the work environment.

SCHEDULE:

Full-time standard workweek (40 hours) during normal business times. 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.

COMPENSATION PACKAGE:

Wage and benefits provided as specified in current union labor agreement.

PHYSICAL DEMANDS

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

Sitting:	Occasionally, when working at a desk or in a meeting
Standing/Walking:	Continuously, while inspecting and repairing vehicles
Driving:	Occasionally, when checking vehicle or picking up parts
Lifting/Carrying:	Frequently, up to 25 pounds; occasional lifting of up to 90 lbs.
Bending/Squatting/Kneeling:	Frequently, when inspecting and repairing vehicle
Pushing/Pulling/Reaching:	Frequently, while repairing vehicle and maneuvering parts
Twisting:	Frequently, at waist and neck when inspecting and repairing vehicle
Overhead Reaching:	Frequently, when inspecting and repairing vehicle
Climbing:	Frequently, getting in or out of vehicle
Handling/Grasping:	Frequently, while using tools and steering vehicle
Talking:	Frequently, communicating with other employees and vendors
Hearing:	Continuously, listening for malfunctions and general communications
Fine finger manipulation:	Frequently, when handling hardware and operating vehicle controls
Work in inclement weather:	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.