

## JOB DESCRIPTION

Position Title	Department	Reports to
Mechanic Grade: 12	RTA	Maintenance Manager
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time 20-25 hours per week.	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	May 15, 2024

### POSITION SUMMARY

Under general direction and reporting to the RTA Maintenance Manager, the Mechanic performs skilled mechanical work in the repair and maintenance of a diversified fleet of automobiles, vans, light duty buses and Braun lifts following set guidelines to maintain the safety and reliability of the unit; performs related work as required. The ideal candidate will possess a demonstrated ability to follow a management philosophy that is input oriented and values equity, problem solving and the development of partnerships. The Mechanic receives oral or written work assignments from the RTA Maintenance Manager. Assignments may include assisting in the diagnosis of the nature and extent of the work to be done. The RTA Maintenance Manager provides general supervision of the Mechanic and may review work in progress and upon completion.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts and performs preventative vehicle maintenance inspections and/or driver Vehicle Status Reports (VSR). General vehicle maintenance includes but is not limited to oil changes, brake repairs, tire replacement and rotation, vehicle wheelchair lift repairs, vehicle light replacements, gasoline engine repair and service, transmission repair, HVAC systems repairs and washing buses.
- Provides maintenance for the three RTA garages.
- Takes the initiative to stay ahead of preventative maintenance.
- Conducts maintenance and repairs in the field, as needed.
- Participates in RTA training and programs.
- Creates, updates, and closes work order records. Maintains clear and accurate records of work accomplished that includes equipment, hours, inventory utilized, date of service, mileage of vehicle and vehicle number.
- Road tests vehicles to locate defects in equipment operation and to verify repair work is complete prior to returning equipment to an active status.
- Works with Procurement Specialist to receive necessary parts for maintenance and repair.
- Travels for training and/or equipment inspections as needed.

### KNOWLEDGE, SKILLS, AND ABILITIES

- **Automotive, Transit Vans and Light Duty Bus Maintenance and Repair:** Knowledge of the standard practices, methods, materials, and tools used in the automotive and light duty bus equipment mechanic trade; mechanical repair methods applicable to light duty buses, transit vans and automobiles. Knowledge of the repair of Braun lifts.
- **Equipment Proficiency:** The ability to utilize and care for tools and equipment necessary to perform various maintenance and repair tasks involving automotive and heavy equipment.

- **Occupational Safety:** Ability to safely perform a variety of skilled tasks in the repair and maintenance of automotive and heavy equipment.
- **Diagnostic Techniques:** Skilled at diagnosing mechanical defects and determining parts and adjustments necessary to put equipment into proper operating condition.
- **Repair Proficiency:** Ability to repair and maintain diversified automotive and bus equipment, including Braun lifts.
- **Instruction Comprehension:** Understanding and following oral and written instructions and directions.
- **Interpersonal Skills:** Ability to maintain effective working relationships with employees and the public.
- **Independent Task Management:** Ability to handle a variety of tasks without close supervision.
- **Teamwork:** Demonstrated ability to work effectively as a member of a team.
- **Diversity, Equity, and Inclusion:** Knowledge of diversity, equity, inclusion. Ability to establish and maintain effective working relationships across cultural differences. Skilled at working with culturally diverse populations.

#### **MINIMUM QUALIFICATIONS**

- At least 1 year experience in bus and automotive equipment maintenance or at least 1 year in technical school.
- High School Diploma or its equivalent.
- Possession of or ability to possess a Class C Commercial Driver's License with passenger endorsement.
- A clean driving record.

#### **PREFERRED QUALIFICATIONS**

- Welding and fabricating experience.
- Engine and Hydraulic Diagnostic repair experience.

#### **SPECIFIC POSITION REQUIREMENTS:**

- Personal tool storage and hand tools to perform required daily tasks.
- A drug screen and a Compression Rotation Test (CRT) test will be administered prior to employment.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position requires the physical ability to lift, on a frequent basis, jacks, jack stands, safety blocks and large tires with steel rims, drive shafts, leaf spring sections and other vehicle equipment components; to bend and stoop frequently; and to lift and hold heavy tools and parts. The mechanic will be using chemicals and lubricating ingredients, and working with brake materials and exhaust equipment, which exposes the employee to fumes, dust and air contaminants that may cause skin and eye irritation.

#### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and

are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Interested applicants can send their resume and cover letter to [HMCPerson@ecia.org](mailto:HMCPerson@ecia.org).**

TECIA is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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