



Position Description

Title: Class B Maintenance Mechanic
Department: Maintenance
Supervisor: Director of Maintenance
Status: Full time; Non-Exempt; Bargaining
Hours: Flexible Monday-Saturday; First or Second Shift

Summary:

A Class B Maintenance Mechanic is defined as one who can satisfactorily make minor repairs to vehicles and assist with any type of work encountered in servicing or repairing vehicles and equipment, buildings and equipment, machinery and fixtures, make bus changes and road calls as may be assigned.

Essential Duties & Responsibilities:

The following is intended to describe the general content of and requirements for the performance of this job. This job description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Other duties may be assigned and required:

- Observes mechanical devices in operation and listens to their sounds to locate causes of trouble.
- Dismantles devices to gain access to and remove defective parts.
- Examines form and texture of parts to detect imperfections.
- Inspects used parts to determine changes in dimensional requirements.
- Adjusts functional parts of devices and control instruments.
- Repairs or replaces defective parts. Installs special functional and structural parts in devices. Lubricates and clean parts.
- Starts and operates lathe, drill press, grinder, and other metalworking tools to make repair parts.
- Sets up and operates devices to test their performance.
- Repairs electrical equipment.
- Performs general building repairs and ground maintenance.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Education and Experience: High School diploma or GED. A minimum of two years previous diesel/gas experience and/or technical training.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Certification, Licenses, Registrations: Class B CDL with passenger and airbrake endorsements.

Other Skills and Abilities:

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms; The employee frequently is required to walk; stoop, kneel, crouch , or crawl; and talk or hear. The employee is occasionally required to sit, climb or balance, and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 175 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment: Work is performed primarily in the maintenance garage, plus various areas of the complex and as well in the community if necessary for bus repair and at our transfer centers. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate but can vary depending on the work being done.

Supervisory Responsibilities: None

I have read and understand the requirements of this position and am able to carry out the essential functions of the position with or without reasonable accommodation.

Employee

Date

Human Resources

Date