



JOB TITLE:	MECHANIC AUTOMOTIVE	DIVISION:	BUS
REPORTS TO:	CHIEF MECHANIC	EEO CATEGORY:	07 - SKILLED
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under supervision, performs inspection, maintenance, troubleshooting, diagnosis, repair, removal, replacement and testing necessary to maintain all District vehicles, including record keeping and written verification of work accomplished as directed.

Essential Responsibilities

- Responsible for major rebuilding, repair and/or removal and replacement of engines, transmissions, clutches, differentials, turbochargers, pumps, motors, injectors, cylinder heads, compressors and hydraulic systems, air brake, air systems, steering, air conditioning, and electrical systems and associated vehicle parts.
- Provides minor and incidental repairs to vehicles in general, including manufacture and/or repair of components to maintain equipment.
- Performs ongoing preventive maintenance, inspections and procedures, as directed, to provide the safest, cleanest, most economical and dependable transportation possible for District utilization.
- Provides normal and reasonable care of all District-owned property and tools provided
- Directly responsible for written communication concerning ongoing status of repairs completed, repairs in progress and outstanding repairs necessary to safely and economically provide vehicles for District transportation needs.
- Participates in general repairs necessary to all mechanical equipment supplementary to vehicle repairs and maintenance as directed.
- Generates and completes work orders in a Computerized Asset Management System (IBM Maximo).
- Assists apprentice mechanics, new employees and current employees in pursuing a high level of production, reliability and safety.
- Adheres to the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required



Required Knowledge, Skills and Abilities

Knowledge of:

- Common maintenance and repair practices related to heavy duty diesel engine, transmission, steering, electrical, electronic controls, air, hydraulic, brake, fuel and power train systems
- Common maintenance and repair practices relating to multiplex and programmable logic controller electronic control systems
- District Policies and Labor Agreement (MOU) Provisions
- Occupational health and safety rules and working practices applicable to this position

Skills or Ability to:

- Use grinders, drill press, diagnostic computers, digital volt/ohm meters, smog testing equipment and other tools and equipment commonly found in a bus/truck fleet shop environment
- Troubleshoot, diagnose, repair and/or replace components common to bus, truck, and automotive equipment fleets
- Read, understand, follow and/or apply oral and written instructions such as complex technical instructions in maintenance manuals, wiring diagrams and schematics, and technical service publications
- Communicate clearly and effectively both orally and in writing
- Establish and maintain cooperative and productive working relationships
- Perform computerized data entry and basic business office technology functions such as use of email, data entry, work order processing and materials requisition

Minimum Qualifications

Education and/or Experience: 1) Completion of four (4) year apprenticeship program or approved equivalent; OR four years' full-time experience in the repair of heavy duty diesel engines, air brakes, transmissions, differentials, and D.C. electrical; 2) Experience in the operation of machine tools common to repair shops, such as grinders, drill press, valve facers, lathes, boring bars, presses, etc.

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years. No DUI's or Reckless Driving violations within the last 7 years. Must be able to obtain a Class A or B license with "P" endorsement within the six-month introductory/probationary period. Operates District vehicles on a regular basis.

Physical Requirements: Occasionally lift up to 100 lbs. maximum with assistance. Frequently lift, carry and manipulate up to 50 pounds. Working inside and outside in all weather conditions. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment.



REQUIRED TOOLS:

- Must have a full set of journey level hand tools to accomplish assigned work.

HOURS:

- Shifts are scheduled based on seniority in classification.
- Maintenance Department operates 7 days per week, 24 hours per day.
- Must be available to work all shifts.