

**Allen County RTA
Job Description**

Transit Mechanic

DIVISION:	Transportation	JOB CODE:	402	GRADE:	02	FLSA STATUS:	Hourly \$15.00
DEPARTMENT:	Maintenance	DEPT ID:	400	REPORTS TO:	Maintenance Manager- Transit		
BARGAINING UNIT:	AFSCME	EFFECTIVE DATE:	June 2017		REVISION DATE:	June 2017	

PURPOSE OF POSITION:

The Mechanic for the ACRTA will be responsible for maintaining all of ACRTA vehicles, Diesel vehicles, buildings and ground along with all vehicles under service contract. Pay increase with ASE's and CDL.

ESSENTIAL JOB FUNCTIONS:

- Repair vehicles as assigned by the Leas Mechanic and/or Maintenance Manager or an as needed basis.
- Assign Vehicle Run List
- Record mileage on all vehicles as needed
- Safety Check all vehicles in morning including fluid levels
- Address all write up cards and file upon completion of work
- Mark all parts used out of inventory on Parts Usage Sheet including part number, part description, quantity used, vehicle number and vehicle mileage
- Complete all Preventive Maintenance Sheets to their entirety
- File all completed work orders in appropriate file
- Fuel Para-Transit Vans in morning
- Replace Tach Charts as needed
- Safety Check on facility grounds and buildings
- Comply with OSHA regulations
- Follow all ACRTA policy and procedures
- Clean Maintenance Facility and vehicles as needed
- Monitor tool room and keep tools clean after use
- Give assignments to volunteers workers
- Snow Removal
- Purchase parts in accordance to the ACRTA Procurement Policy
- All other duties as assigned

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QUALIFICATIONS:

- High School Graduate (Technical School in Automotive Technology preferred)
- 2 years automotive experience preferred (Diesel Mechanic)
- Organizational Skills required
- Computer Skills required
- Written and oral communication skills helpful
- Must have a clean criminal background check
- Must pass pre-employment DOT physical and drug test
- Must possess own tools
- Must have clean driving record and clean criminal background check
- Must pass DOT physical and Drug screening

Licensing/Certification:

Must have a valid Ohio CDL with airbrake and passenger endorsements within 120 days of hire.(We will train)

Knowledge, Skills and Abilities:

Certification for Forklift operation (will train)
ASC certifications preferred (additional .25/hr pay up to four)

Physical Requirements:

Standing long periods of time
Walking
Stooping and bending
Must be able to lift 50 lbs
Must pass Random Drug & Alcohol testing

Working Conditions:

Normal warehouse/transit environment.

Miscellaneous Requirements:

Must be able to work successfully with diverse groups of people.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations.

Signed:

Date: