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| **DIVISION:** | Transportation | **DEPARTMENT:** | Maintenance | **REPORTS TO:** | Maintenance Manager | |
| **FLSA STATUS:** | Nonexempt | **EFFECTIVE DATE:** | | June 2019 | **REVISION DATE:** | March 2020 |

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| PURPOSE OF POSITION:  Under general direction, diagnoses, troubleshoots and performs tune-ups, services and major mechanical repairs. The Mechanic for the ACRTA will be responsible for maintaining all ACRTA vehicles, Diesel vehicles, buildings, and grounds along with all vehicles under service contract.  Pay increase with ASE’s and CDL. Under 30 hours is considered part-time, over 30 is full-time. |
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**ESSENTIAL JOB FUNCTIONS:**

* Performs routine preventative maintenance inspections on passenger buses, vans and equipment; diagnoses, troubleshoots and determines the extent of necessary repairs.
* Performs overhauls, repairs and/or adjustments on a variety of diesel, gasoline, transit passenger buses, vans and shop equipment.
* Troubleshoots, repairs, or installs and performs preventative maintenance on transit passenger bus, vans and vehicles.
* Able to diagnose, repair or replace components including new and rebuilt engines, transmissions, differentials, air-conditioning systems, and compressors.
* Performs diagnosis and repair of wheelchair lifts and ramps, fare boxes, destination sign systems, lighting systems, drive motor and generators, and gearboxes.
* Repairs and reconditions electrical systems, performs valve adjustments, tune-ups, tests and repairs starters. Recharges batteries; repairs and replaces such other components as generators, distributors, relays, lights and switches, and various other electrical components.
* Diagnoses, relines and adjusts air and hydraulic brake systems; diagnoses and repairs axles and attachments.
* Replaces a variety of interior and exterior body parts such as bumpers, body panels, glass, doors, fare boxes, bicycle racks, seats, and destination sign systems; repairs both interior and exterior body parts and panels.
* Performs basic machine shop work; steam cleans parts and equipment; maintains shop and cleans up after working on specific assignments; mop, sweep, pick up debris, pressure wash and scrub floors with the use of a pressure washer and floor scrubber.
* Maintains paper and electronic records of preventative maintenance, time, materials, parts and work performed. Drives vehicle to and from service bays; responds to road calls, performs bus exchanges; may be required to perform work in the field.
* May work on heavy diesel equipment and overhauling auto transmissions.
* Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE**  
Equivalent to graduation from high school or trade school AND a minimum of four (4) years of experience performing mechanical maintenance and repair work on buses, heavy equipment and/or vehicles as a journeyman mechanic. Additional skilled experience may be substituted for the required high school education on a year-for-year basis to a maximum of two years. Experience in the diagnosis, repair and maintenance of bus HVAC systems is desirable.

**LICENSE**  
Must possess a valid Class B Driver's License with passenger and airbrake endorsements within 90 days’ time of hire.

**KNOWLEDGE, ABILITIES AND SKILLS**  
  
**Knowledge of:** Basic methods of mechanics and mechanic tools and equipment; bus and/or heavy truck mechanical, fuel, ignition, electrical and cooling systems and their repair and adjustment; operation and care of internal combustion engines, equipment chassis and parts; HVAC and various Cummins ISL, diesel and gasoline engines; oxy-acetylene and electric welding, fabrication equipment and their operation; computerized management systems; methods and procedures of safe handling and disposing of hazardous materials, and safety practices and procedures used in the operation of hand and power tools.

**Ability to:** Us Computers and diagnostic scanners to aid in the diagnosis of problems used in the overhaul, repair and adjustment of motor equipment; make mechanical repairs to a variety of automotive and truck equipment; operate automotive and machine shop tools such as lathes, drills, presses, grinders, reamers and brake relining machines; accurately diagnose mechanical, electrical and computer-related trouble; utilize computer diagnostic tools.

Ability to Read, write, and communicate in English at the appropriate level to comprehend and follow instructions; perform simple and repetitive tasks; maintain a work pace appropriate to a given work load, maintain work, time, material, repair and parts records and perform complex and varied tasks as assigned; assist other mechanics in the performance of mechanical repairs as required; make decisions/evaluations without immediate supervision; diagnose multiplex wiring systems including read ladder logic tables.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**  
Work is performed indoors and occasionally outdoors and may involve excessive noise, extreme temperatures, humidity or wetness, dust, gas, fumes, odors or chemicals, dust or wind, vibration, toxic substances, radiation, explosive or electrical and mechanical hazards. Work involves physical demands such as sitting, walking, standing, bending (neck & from waist), reaching (up and down), stooping, kneeling, crawling, twisting (neck and waist); use of hands in simple and power grasp, fine manipulation; driving/steering, pushing/pulling; required to lift and carry up to 75 pounds. Working at heights requiring the use of fall arrest equipment; walking and working on uneven surfaces; working while wearing various types of personal protective equipment including but not limited to; safety glasses or face shields, electric shock prevention gloves and boots, face mask, reflective work clothing or other protective equipment as may be required by ACRTA Transportation Department or other Regulatory Agencies. 

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| **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:** |