

MECHANIC

CLASS A

POSITION DESCRIPTION

REPORTS TO: SUPERINTENDENT OF MAINTENANCE
NON-EXEMPT, REPRESENTED
SAFETY SENSITIVE POSITION
REVISED MAY, 2011

OVERALL JOB OBJECTIVE

Safely and efficiently performs skilled mechanical maintenance, preventative maintenance, troubleshooting and repair of systems and components on transit buses and other COLTS vehicles.

ESSENTIAL JOB FUNCTION

- Performs all functions safely, securely and complies with all applicable policies, procedures, laws, regulations and labor agreements.
- Performs preventative maintenance checks and services both scheduled and unscheduled on all COLTS vehicles.
- Repairs, adjusts and maintains all COLTS vehicles including front-end components, chassis, drive trains, differentials, engines, transmissions, electrical, ignition and electronic systems, alignments, steering and suspension systems, brakes and braking systems, hydraulic systems, exhausts, fuel and emission systems, cooling and heating systems, overhauls, power take off systems and drive train components.
- Performs preventative and periodic maintenance inspections, including cleaning, lubricating, oil changes and filter changes.
- Repairs interior components of vehicles such as seats, liners, doors and windows.
- Troubleshoots, repairs, maintains, inspects and road tests all COLTS vehicles.
- Replaces and adjust headlights, and installs and repairs accessories; such as heaters, mirrors, and windshield wipers.
- Services, repairs and adjusts all hydraulic and pneumatic apparatuses and accessories.
- Repairs flats and mounts and balances tires including split-rim wheels.
- Performs body work.
- Performs repairs to vehicles involved in accidents.
- Inspects and repairs wheelchair lifts.
- Uses diagnostic tools, specialty tools and equipment.
- Uses hydraulic jack or hoist.
- Uses welding equipment to make repairs.
- Responds to road calls, makes necessary repairs and cleans up spills.
- Adheres to proper cleaning methods, storage, proper care, and disposal of equipment and supplies including safe and clean work area and tools.
- Maximizes efficient use of vehicle repair parts.
- Reads and interprets complaints, diagrams, drawings, manuals, parts documents, schematics and work orders.
- Measures, tests and inspects completed work to confirm adherence to specifications.
- Reports and completes required documentation.
- Ensures all safety and security policies are maintained.
- Safely operates all COLTS vehicles complying with the Pennsylvania Motor Vehicle and Commercial Vehicle laws and regulations.
- Provides and maintains own set of basic mechanic tools.
- Establishes and maintains effective work relationships.

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- Required to work various shifts.

ADDITIONAL JOB FUNCTIONS

- Assists with other maintenance functions as directed.
- Safely operates fork lift, sweeper and bobcat.
- Makes bus changes en-route as needed.
- Works with other Authority personnel to achieve organizational objectives.
- Performs other facility and maintenance duties as assigned by Director of Transit Operations, Manager of Maintenance and Facilities, Superintendent of Maintenance or other COLTS management personnel.

SUPERVISION RECEIVED

Ability to work independently with minimal supervision.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

- Works various shifts.
- Wears COLTS uniforms.
- Works onboard, in and around transit buses.
- Exposed to indoor, outdoor and maintenance environments.
- Exposed to road hazards.
- Wears personal protective equipment/safety equipment.
- Required to maintain and possess a valid Pennsylvania Commercial Driver's License with passenger and air brake endorsements.
- Required to possess and maintain Commonwealth of PA Certified Inspection Mechanic Class 3, Class 4 or Class 7.
- Required to participate in random drug and alcohol testing as required by law.
- Exposed to moving vehicles and mechanical parts.
- Exposed to fumes, airborne particles, toxic chemicals and/or caustic chemicals.
- Exposed to vibrations and risk of electrical shock.
- Noise level is moderate but can be loud.

PHYSICAL/MENTAL REQUIREMENTS

- Must be able to read, write, speak and understand the English language.
- Must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.
- Ability to write routine reports.
- Regularly required to walk, stand, sit, carry, climb, bend, reach, push, pull, lift, twist and bend.
- Required to occasionally stoop, kneel, crouch and crawl.

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- Required to safely and legally operate all COLTS vehicles.
- Regularly required to use both hands performing simple grasping and fine manipulation.
- Occasionally required to use both hands performing firm grasping.
- Dexterity requirements range from coordinated movements of arms, fingers, and hands; coordinated movement of toes, feet, and legs; and torso movements as necessary to carry out job duties.
- Must be able to lift and carry objects with maximum weight of eighty (80) pounds.
- Must be able to hear and the vision requirements include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Vocal communication is required for expressing and exchanging ideas by means of the spoken word.

QUALIFICATIONS

- Perform each essential function satisfactorily.
- Minimum of high school diploma or G.E.D. equivalent.
- Minimum of 2 years of truck or bus vehicle maintenance experience.
- Experience in troubleshooting and diagnostic techniques.
- Completion of vocational, technical or apprenticeship program in diesel mechanics.
- Commonwealth of PA Certified Inspection Mechanic Class 3, Class 4 or Class 7. Prefer Class 4 or 7.
- Must possess a current and valid Commercial Driver's License; class B, with passenger and air brake endorsements.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to perform routine tasks.
- Ability to perform mathematical calculations as it relates to job duties.
- Knowledge of operating principles of engine, drive-train, fuel, electrical, braking, suspension, steering, cooling, and exhaust systems.
- Ability to provide excellent customer service.
- Ability to make decisions based on training, experience, COLTS' policies and procedures.
- Ability to safely, securely and efficiently perform job duties.
- Ability to adhere to attendance policy.

I have read the above position description and fully understand the requirements set forth herein. I hereby accept the position of Mechanic Class A and agree to perform the duties and fulfill the responsibilities listed herein to the best of my ability.

Signature of Employee

Date

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Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss accommodations with the Employer.