

POSITION TITLE: Support Specialist
REPORTS TO: Maintenance Supervisor
SUPERVISES: Does not supervise others

SUMMARY:

Provides support to the Maintenance Division by performing a variety of duties under general supervision including road call tasks, deliveries and pickups, servicing, minor repair, tire changes, cleaning, and parking of System vehicles and equipment on a daily basis.

ESSENTIAL JOB FUNCTIONS:

1. Perform start-up during winter months and also during freezing weather.
2. Keep first-aid and bio kits stocked and order supplies for these kits when needed.
3. Services automobiles and vans; lubes vehicles and equipment; coordinates repairs with maintenance shops.
4. Steam cleans undercarriage of vehicles; test drives and prepares vehicles for inspection when requested.
5. Checks bulbs, mirrors, lamps and air pressure; makes minor repairs and replacements.
6. Performs minor electrical repairs; reports any major problems to mechanics.
7. Makes vehicles changes as necessary.
8. Makes road calls and determines whether vehicle is in safe operating condition; contacts designated mechanic to report any problems; repairs vehicle as needed.
9. Mounts and dismounts bus tires; maintains inventory of tire ID numbers.
10. Picks up and delivers parts for buses, vans, and staff cars as needed in and outside the Thurston County area.
11. Assists mechanics as necessary.
12. Assists other staff within division during absences, peak work times, or whenever necessary.

13. Performs trouble shooting duties to include riding on vehicles for short distances to observe or hear vehicle problem in order to determine action to take to correct.
14. Maintains work area in a safe, neat and orderly manner.
15. Services machinery in the shop such as coolant tank, bus washer, window washer tank; maintains grease and oil levels.
16. Park and stage vehicles on a daily basis; collect operator defect slips; handles slips within level of authority and forwards major defect slips to lead mechanic.
17. Assists operators and other Agency staff as needed.
18. Inventory, build and maintain bike racks; install and repair as needed.
19. Clean, buff, and maintain bus and van windshield, driver's side window and door.
20. Inventory, replace and maintain first aid kits in all vehicles.
21. Provides tours to public groups to include shop walk arounds, bus washer drive through, wheel chair lift operation, and vehicle ride around.

OTHER JOB FUNCTIONS:

20. Performs other related duties in classification.

WORKING CONDITIONS:

Duties are primarily performed in a vehicle service and storage area where the employee may work in close quarters and be exposed to hazards related to noise and chemicals. Duties require the physical movements necessary to inspect, service, and repair vehicles, including bending, kneeling, and crouching, and lifting in excess of 50 pounds. Duties may require the operation of System vehicles for road testing and towing and may require night, weekend, and holiday work hours.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the parts, tools and equipment used in servicing diesel and automotive equipment.

Skill in operating hand and power tools required to complete work assignments.

Knowledge of hazards and safety precautions followed in equipment repair shops.

Ability to understand and implement oral and written instructions.

Basic knowledge of system routes.

Physical ability to lift in excess of 50 pounds.

Ability to communicate effectively with staff.

Ability to work with minimal supervision.

Physical ability to perform the essential functions of the job.

REQUIRED EDUCATION AND EXPERIENCE:

High School Graduate or GED.

Two (2) years experience performing basic servicing and maintenance functions on vehicles or related equipment desirable. One year previous experience in a transit maintenance shop work environment desirable.

Or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Individual may be required to attend school/workshops on a yearly basis to maintain skill level necessary to carry out position responsibilities.

SPECIAL REQUIREMENTS:

Must be able to work days, nights, and weekends and/or holidays if required. Shifts subject to change based on the needs of the department.

Must possess (or be able to obtain within 30 days of appointment to position) and maintain a valid Class "B" Commercial Driver's License with passenger and air brake endorsements; must maintain an acceptable driving record level throughout employment as monitored by periodic reviews of driving record.

Must pass a job-offer employment related physical examination to include a drug and alcohol screen prior to appointment to position.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.