

POSITION TITLE: Technician

REPORTS TO: Maintenance Supervisor

SUPERVISES: In the absence of supervisor, may be asked to assume supervisory responsibilities over the other mechanics. He/she will also carry out other supervisor duties as required.

SUMMARY:

Under general direction, performs highly skilled mechanical tasks in the diagnosis of malfunctions, preventative maintenance, repair and overhaul of gasoline, diesel, and/or hybrid powered vehicles and equipment.

Positions in the technician classification are distinguished from Apprentice Mechanic position by the greater complexity of work assignments performed under general supervision.

ESSENTIAL JOB FUNCTIONS:

1. Performs routine safety and preventative maintenance inspections.
2. Troubleshoots, repairs and replaces parts as needed.
3. Diagnose electrical problems; installs and repairs electrical components and wiring.
4. Diagnose and repair highly complex, electronically-controlled systems, including but not limited to engine/transmission/ABS and various multiplexing systems.
5. Repairs and/or replaces rear ends, drive lines, wheel bearings, and steering components.
6. Inspects, tests, adjusts, repairs, and or replaces integral parts of vehicle engine, electronic fuel injection systems, alternator, water pump, and transmissions.
7. Repairs hydraulic components, power steering, brakes, pneumatic components, and air conditioners.
8. Repairs various systems, to include transmission retarders, wheelchair lifts, and electronic fareboxes.
9. Repairs and balances tires. Performs minor body repair and paint.

10. Performs minor body work such as glass and body panel replacement and welding.
11. Makes emergency repairs and service calls in the field as necessary.
12. Engineers, implements, and records various campaigns and modifications of vehicle systems.
13. Performs routine services such as change oil and filter; grease and lubricate, change belts; and replace lights.
14. Performs general cleaning duties of vehicles and work areas.
15. Inputs all data of time spent and parts used into Fleet-Net database; identifies parts needed for inventory and completes purchase request documents. Records all time spent and parts used on appropriate computer forms; identifies parts needed for inventory, and completes purchase request documents (data entry level).
16. Fills fuel tanks, checks fluid levels (adding fluid as needed), services batteries, records all fluid amounts added in accordance with established procedures.

OTHER JOB FUNCTIONS:

15. Assists in training of other employees and customers as needed.
16. Assists in bus or van maintenance and servicing as required.
17. Performs supervisory and other related duties as assigned.
18. Ability to understand and learn how to schedule van and/or bus route assignments and make schedule adjustments to maintain a good work load in the shop.

WORKING CONDITIONS:

Duties are primarily performed in a vehicle repair facility where the employee may work in close quarters and be exposed to hazards related to noise, chemicals, heavy equipment, power tools, and electrical systems. Duties require the visual inspection of vehicles and the physical movements necessary to perform inspections and repairs, including bending, kneeling, and crouching, and lifting in excess of 50 pounds. Duties require the operation of System vehicles for road testing and may require night, weekend, and holiday work hours.

KNOWLEDGE, ABILITIES AND SKILLS:

Comprehensive knowledge of gas and/or diesel engines and mechanical principles.

Ability to perform necessary tasks of the vehicle maintenance function with only general supervision.

Ability to diagnose and repair major and minor mechanical and electrical defects.

Trained on the proper use of electronic diagnostic equipment; knowledge of later model vehicle computer systems, fuel injection, air conditions, and hybrid systems.
Must have working knowledge of PCs and know how to enter data into a database.
Must have knowledge of Windows computer program.

Knowledge of the hazards and safety precautions necessary in the mechanical trade.

Skill in operating a variety of hand and power tools used in mechanical maintenance work.

Must possess basic welding skills.

Ability to communicate effectively with staff and the general public.

Physical ability to lift in excess of 50 pounds.

Physical ability to perform the essential functions of the job.

REQUIRED EDUCATION AND EXPERIENCE:

High School Diploma or GED, and successful completion of appropriate schools relating to gasoline and/or diesel powered vehicles.

Completion of four (4) year state approved journey level apprenticeship program or completion of ASE Master Certification desirable.

Four (4) years experience in vehicle maintenance and repair.

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 possess a complete set of hand tools and tool box at time of appointment.

Must be able to work days, swingshift, graveyard, weekends, and/or holidays if required.

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

NOTE: Heavy duty technician classifications require possession of a Class B Commercial Driver's License with passenger and air brake endorsement; auto mechanic classifications require possession of a Class C Commercial Driver's License with passenger endorsement.

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

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.