



Organization: Monongalia County Urban Mass Transportation Authority

Position: Mechanic

Status: Full-time position, 6-month probation.

Benefits: Full benefits with 8 paid holidays; 80 hours of paid vacation per year; 96 hours of sick leave per year, plus previously accrued benefits.

Job Summary

Works any of 7-days per week under the supervision of the Maintenance Supervisor, Assistant Manager or Chief Executive Officer and is reviewed for compliance with established procedures while working, and through review upon task completion: works to maintain and repair all Transit vehicles and equipment; responsibilities include gas and diesel engine maintenance and mid-level repairs (no overhauls), removal and installation of transmissions repaired out-of-house, repair of drive lines, axles and transfers, electrical systems, brake, air, and hydraulic systems, and other minor parts replacement and repair.

Job Duties and Responsibilities

1. Performs diagnostic vehicle and equipment test to determine maintenance and repair needs, requests and orders parts for needed repairs within established industry standard time frames;
2. Repairs gasoline and diesel engines, replaces transmissions, drive lines, rear axles and transfers, and other major mechanical components within established industry standard time frames;
3. Repairs and replaces electrical systems, brake, air and hydraulic systems, and repairs and replaces all other minor mechanical systems and parts within established industry standard time frames;
4. Occasionally prefabricates mechanical parts, brackets, braces, etc., using cutting torches and welders within established industry standard time frames;
5. Responds to emergency road-calls and breakdowns of Mountain Line transit vehicles;
6. Records repair and service warranty information on all transit vehicles;
7. Will assist in cleaning, care and snow removal of all transit facilities, transfer points and bus stops;
8. Performs the duties of a bus driver on an as needed basis. To include operating



- a 24-30-passenger bus, collecting fares, selling bus passes, etc.;
9. Promotes an image of professional, courteous service as a representative of the Mountain Line bus service;
 10. Performs related work and duties as needed or assigned by supervisor;
 11. Maintains active CDL License and passes related physical examinations;
 12. Promotes and encourages a positive spirit and demonstrates a willingness to actively participate as a member of a larger employee team.

Equipment Used

This position requires the use of mechanical shop-type maintenance equipment including a compressor, gas cutting torches, electric arc welder, drill press, hydraulic jacks, hoist, forklift, and other major shop repair items. Other equipment and tools used include various and numerous types of calibration devices, wrenches, ratchets, etc. Additionally, this position requires a general operating and maintenance knowledge necessary to understand and respond to operator complaints and repair needs for all Mountain Line vehicles and equipment, i.e. buses, vans, trucks, shop equipment, etc.

External Contacts with Public and Officials

Employee encounters occasional contact with the public, other City and County departments and employees concerning maintenance and repair needs of vehicles and equipment, and occasional contact in dealing with other transit organizations. Employees are expected to conduct themselves accordingly.

Physical Requirements

Employee's daily activities include walking, standing, and performing duties requiring use of arms, hands, or fingers in handling or manipulating objects, operating equipment, tools, and instruments requiring fine eye-hand coordination; other daily activities require a good deal of repeated bending, crouching, stooping, stretching or crawling. Employee performs duties that require climbing or working from ladders and scaffolding one (1) to two (2) times per week. Daily operations require lifting objects weighing as much as fifty (50) pounds.

Surroundings

Employee spends an average of eight (8) to ten (10) hours a work day working indoors



in a garage environment. Daily conditions encountered are: noise, dirt, odors, dust, fumes, vibration, and poor lighting. Other conditions vary with seasons.

Hazardous Conditions

Hazardous conditions encountered on a daily basis include mechanical hazards when using jacks, hoist and forklift; weekly hazards include elevated workplace when working on top of trucks; occasional hazards include explosives, electrical hazards, fire hazards, and contact with potentially hazardous chemicals normally stored in a vehicle maintenance facility.

Qualifications

1. Must be available to work any day of the week, Sunday through Saturday;
2. Requires a high school graduate or equivalent in order to perform daily activities;
3. Requires training or experience providing the ability to perform described maintenance duties related to engines, transmissions, drivelines, transfers, brakes and electrical system repair and maintenance;
4. Requires at least five (5) years of mechanical experience working on cars, trucks, and heavy equipment;
5. Requires the ability to lift objects weighing as much as one hundred (100) pounds;
6. Requires operational knowledge of various types of heavy equipment in order to understand maintenance and operational needs and make repairs as required;
7. Requires passing a professionally administered pre-employment physical examination and pre-employment drug screening test certifying employee ability to perform work related tasks as required, and
8. Requires a Commercial Drivers License with a passenger endorsement.

Desirable Qualifications

1. High school education plus extensive training in motor overhaul, transmissions, drive lines, transfers, brakes and electrical systems;
2. Experience and training in mechanical repair of heavy equipment;
3. Five (5) years of experience in a garage or shop similar in operation;
4. West Virginia Motor Vehicle Inspection License, certification from diesel school, GMC, Ford, or Allison Transmission School, and any other certification applicable to mechanical work, and
5. The ability to help other mechanics when troublesome problems arise.