



NECTD Fleet Mechanic

Purpose:

Perform maintenance, diagnosis, and repairs on all District buses and related equipment in a safe, efficient, quality focused manner. Ensures all preventative maintenance is performed on a timely schedule to minimize equipment down time. Recommends the appropriate repair part purchases for both vehicle and equipment maintenance needs. Ensures emergency repairs are performed in an expeditious and safe manner.

Duties:

- Performs scheduled preventive maintenance on trucks such as fluid changes, lubrications, safety inspections, and brake repairs.
- Conducts regular and as needed inspections on vital equipment to ensure safety and availability of NECTD fleet.
- Maintains maintenance records on all vehicle and equipment.
- Troubleshoots vehicle systems on a limited basis, accurately identifying causes of maintenance problems. Recommends and performs subsequent repairs.
- Follow paper-flow procedures including documenting correct mileage/hours, save and tag all warranty and core parts, document all repairs on work order using complaint, cause, and correction format, follow parts ordering/billing procedures.
- Perform final operational test on all vehicles to quality-check all repairs.
- Accurately and professionally documents all actions taken in written and electronic format. Completes all necessary forms (e.g., repair orders, service truck logs, warranty tags, etc.).
- Prepares work orders, prioritizes required repairs, updates vehicle maintenance records and coordinates repairs with outside vendors
- Assists with facility maintenance.
- Provides emergency roadside services, minor repairs, and assists in vehicle recovery.
- May assist in training employees (drivers) on proper use of vehicles and maintenance procedures.
- Actively and continuously improves professional knowledge, skills, and abilities by participating in routine training sessions and educational seminars relevant to position and job duties.
- Meets attendance/participation standards for routine safety meetings and training sessions.
- Must understand and adhere to District, and industry safety standards and practices. Safely operates vehicles and equipment. Proactively maintains a safe working environment with regard to all job duties. Routinely attends and participates in safety training, meetings, and inspections.
- Performs other related duties as assigned.

Qualifications:

- High School Diploma or G.E.D. and a satisfactory completion of automotive and heavy equipment training courses - Preferred: Vocational/Technical degree in related field (automotive, etc)
- ASE Certification in automotive, truck or transit bus preferred.
- Satisfactory experience of at two years as a fleet equipment technician.
- Current and valid Class B "CDL" license and would therefore be subject to random drug / alcohol testing

Knowledge, Skill and Abilities

- Strong knowledge of engines and controls
- Solid knowledge of transmissions and controls
- Strong knowledge of brakes and suspensions
- Solid knowledge of electrical systems, air systems, chassis and suspension, HVAC, diesel engines and transmissions
- Solid skills with common mechanic hand tools, pneumatic tools and diagnostic equipment
- Knowledge of hydraulics
- Skilled in welding and cutting
- Skilled in DOT inspections
- Solid knowledge and understanding of OSHA and safe working practices and procedures
- Ability to stand, sit, walk, bend, reach
- Ability to push/pull
- Ability to lift /carry up to 100 lbs.
- Ability to grasp tools
- Ability to discern color
- Repetitive motion: wrenches
- Skilled in the ability to read and interpret safety precautions, ability to correctly interpret the Material Safety Data Sheets for the materials that are used on a daily basis.
- Solid ability to use prudent judgment and problem solving skills to make reasonable and appropriate decisions and recommendations
- Solid ability to read, understand, and use maintenance, repair and parts manuals, computer based maintenance information systems, Federal Motor Carrier Safety Regulations, service updates and troubleshooting guides
- Safe working habits, equipment repair shop safety, tool use and lifting equipment safety and vehicle operation safety. Hazardous material/hazardous waste handling and disposal regulations. MSDS and hazardous communications.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, talking, hearing, seeing, reaching, walking, bending, lifting, climbing and stooping.
- Must be able to lift up to 100 pounds.
- May be exposed to chemicals and other hazardous materials.
- The incumbent's work may expose him / her to high places, dangerous machinery and its moving parts, pinch points, sharp tools, fumes, chemicals and / or toxic substances.
- The position may require travel to various work sites and mobility in extreme weather conditions.
- The employee must maintain a valid commercial drivers license at all times and be able to drive a Transit type vehicle.

Work Environment:

The work environment characteristics described above are representative of those an employee would encounter while performing the essential functions of this job. This position requires both inside and outside work in all weather conditions year round. This position requires detailed work under changing, intensive deadlines on multiple concurrent tasks, constant interruptions and interaction with government officials and the general public.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

This job description is not intended to be an exhaustive list of all possible duties, responsibilities or qualifications associated with this job.

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