

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION**

Position Title: Mechanic

Department: Maintenance

FLSA Status: Non-Exempt Pay: Hourly/N5

Category: Safety-Sensitive

Revision Date: 02/08/15

Reports to: Maintenance Manager

JOB RESPONSIBILITIES (Performs other related duties as assigned.)

Under general supervision, performs general vehicle maintenance and makes mechanical repairs to motorized vehicles, including buses, automobiles, and light and heavy equipment owned and operated by PARTA. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring. Performs related tasks as required. Performs work safely; follows safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION

Performs major and minor repairs on motorized vehicles by diagnosing, repairing or replacing defective or damaged parts on transmissions, differentials, and electrical, air systems, suspension, and steering systems for vehicles, including buses, automobiles, and light and heavy-duty equipment. Demonstrates regular and predictable attendance and physical conditioning sufficient to perform moderate to heavy physical labor over an extended period of time.

Performs preventative maintenance on buses, cars and equipment, including but not limited to engine, transmission, suspension system, electrical, and lighting. Identifies and repairs above systems using schematics and repair manuals.

Orders and obtains parts through the parts department as needed to repair equipment; maintains and controls the inventory of vehicular parts, supplies and materials.

Performs body repair work, painting and fabrication operations; operate an engine analysis to check engine adjustments, battery and charging systems and exhaust emissions; operates welding equipment as needed. Familiar with vehicle trouble-shooting through electronics and diagnostic software.

Inspects completed work for adequacy and quality of work; test drives vehicles to make certain necessary repairs have been made; performs safety inspections of all vehicles as required.

Completes repair reports, maintains records, and keeps maintenance facility in a neat and orderly condition.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned. May be assigned to work with new mechanics in training.

QUALIFICATIONS

High school diploma or equivalent plus specialized training in mechanics, or a closely related field and three (3) years of related mechanic experience; or an equivalent combination of education and/or experience that demonstrates possession of the following knowledge, skills, and abilities:

Knowledge of: the construction, assembly, adjustment and maintenance of a wide variety of automobiles and heavy equipment; of the standard practices, methods, tools and equipment of the automotive maintenance trade; and of the principles of internal combustion engines.

Skill in: operation of listed tools and equipment to include the ability to safely operate hand tools, power tools, mechanical equipment and vehicles; to make diagnoses of operating defects; to use a variety of automotive shop equipment including but not limited to wheel balancer; welder, fuel pressure gauge, air compressor and front end alignment equipment.

Ability to: successfully complete initial training program and retraining programs; safely operate vehicles and equipment; use and interpret a map to locate destinations; establish and maintain effective relationships with passengers, coworkers, supervisors, and the general public; exercise discretion and sound judgment; communicate effectively verbally, maintain accurate written records and complete reports; work independently; follow verbal and written instructions; provide safe, reliable, and customer-oriented service.

LICENSURE OR CERTIFICATION REQUIREMENTS

- A) Valid State of Ohio Driver's License with no more than two points required at time of hire.
- B) Successful completion of previous employment verification and criminal background investigation.
- C) Successful completion of post-offer Department of Transportation (DOT) medical examination including drug screen prior to hire is required. In addition, the employee must continue to meet driver fitness standards, as determined by periodic DOT medical examination.
- D) Successful completion of requirements to obtain Class B Commercial Driver's License with passenger endorsement within six (6) months of hire is required.

TOOLS AND EQUIPMENT USED

Operates tools and equipment including but not limited to motorized vehicles, including buses, automobiles and light and heavy equipment; power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio.

The employee must provide his/her own hand tools.

PHYSICAL DEMANDS

The physical demands described here 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.

In accordance with the U.S. Department of Labor Physical Demands Strength Rating, this is considered Heavy Work - Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and must exercise care and follow safety rules and guidelines when working with power tools, mechanical equipment and vehicles. The employee will work during inclement weather conditions and work in or around wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

ADDITIONAL INFORMATION

Work shifts vary from day to night and operate seven days a week, including days, afternoons, nights, weekends and holidays and may include split or varied shifts. The employee will be required to wear employer-issued uniforms. The employee will be subject to random drug and alcohol testing throughout their period of employment and is required to comply with the employer's Drug and Alcohol Policy. The employee works under general but limited supervision, and may exercise independent judgment when resolving work problems or interpreting general policies and procedures.

Selection will be based on ability to meet job qualifications specified in the job description. This will be determined from information received through the job application, resume, interview, and references, and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol free workplace. Applicants will be required to undergo pre-employment drug testing and may be subject to further urine and alcohol testing throughout their period of employment. "PARTA

does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”