

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

**Position Title: Mechanic Apprentice**

**Category: Safety-Sensitive**

**Department: Maintenance**

**Revision Date: 07/21/2015**

**FLSA Status: Non-Exempt Pay: Hourly/N8**

**Reports to: Maintenance Manager**

**JOB RESPONSIBILITIES** (Performs other related duties as assigned.)

Under supervision from experienced mentors/mechanics, complete a two (2) year training program in areas of basic, intermediate, and advanced transit bus maintenance. Gain familiarity with and develop skills in the operation, maintenance, inspection and repair of vehicles and buses. Works with trained mechanics to instill confidence, integrity, and skills to maintain fleet. 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. Responsible for satisfactory completion of all formal training as assigned. Apprentice is expected to progress through training and complete the program to gain the knowledge to move to the next step of Journeyman Mechanic.

**ESSENTIAL FUNCTIONS OF THE POSITION**

Develop diagnostic and troubleshooting skills on electric/electronics, mechanical pneumatic, hydraulic and air systems to motorized vehicles, including buses, automobiles, and light and heavy equipment owned and operated by PARTA. Under supervision, performs 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.

Develops hands on skills to perform preventative maintenance on buses, vehicles, and equipment, including but not limited to engine, transmission, suspension system, electrical, and lighting. Identifies and repairs above systems using schematics and repair manuals. Works with the parts department as needed/requested to order and receive equipment for repairs; maintains and controls the inventory of vehicular parts, supplies and materials.

Assists in performing body repair work, painting, and fabrication operations; operates an engine analysis to check engine adjustments, battery and charging systems and exhaust emissions; operates welding equipment as trained and needed. Develops vehicle troubleshooting through electronics and diagnostic software.

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 other maintenance departments as needed.

### **QUALIFICATIONS**

High school diploma or equivalent plus basic knowledge of mechanical, electrical, hydraulic, and/or pneumatic theory.

Ability to: successfully complete initial training program and retraining programs; safely operate vehicles and equipment; establish and maintain effective relationships with 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; and perform assigned duties in conformance with safety and maintenance rules and procedures.

Must display interest in the position for which applying, which can be demonstrated through 1) enrollment or completion of a post-secondary mechanical training program; 2) two (2) years of high school vocational training; 3) employment history that demonstrates prolonged interest and progression in a comparable field; or 4) any combination of employment history and/or training that demonstrates the applicants commitment or interest to progress in the field of diesel mechanics.

Knowledge of: general maintenance of automobiles and heavy equipment.

Skill in: the ability to safely operate hand tools and equipment.

### **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**

Be able to operate tools and equipment, including but not limited to handheld maintenance tools, personal computer, calculator, phone, mobile or portable radio.

Through this apprenticeship program, the apprentice will learn to competently operate 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.

## **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 supervision but will need to be able to exercise independent judgment when resolving work problems.

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.”

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