



**amtran** is the smart choice.  
**take the bus!**

## MECHANIC – 1<sup>st</sup> CLASS

DATE  
May 2012

DEPARTMENT  
Maintenance

### GENERAL

- This position is responsible for performance of maintenance activities related to ensuring safe, efficient, and clean vehicles for our customers.

### REPORTING

- This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

### WORK HOURS

- Position works an assigned schedule as the Authority requires and as per the collective bargaining agreement. Overtime may be required on an assigned basis.
- Must be able to report to work during all hours that the Authority operates including nights and weekends.

### DUTIES

- All duties associated with the 2<sup>nd</sup> Class, 3<sup>rd</sup> Class, Service Person, and Cleaner.

#### Additional duties for the 1<sup>st</sup> Class Mechanic

- Perform diesel, gasoline, and/or CNG (as required) engine diagnosis, tune-ups, repairs and rebuilding.
- Perform transmission diagnosis, repairs and rebuilding (as required).
- Perform electronic (possibly computerized) diagnosis and repairs as necessary for all electronic systems.
- Must be certified (Section 608 and 609) and perform all air conditioning servicing and repairs and any new certification requirements for any new technologies in future.
- Perform any/all routine maintenance functions on all Authority vehicles.
- Perform all maintenance and repairs on manual and/or electronic fare collecting systems equipment as necessary.
- The evaluation of and estimating of costs for equipment repair and be able to recommend cost efficient repairs including recommendations of in-house or outside repairs.
- Ensure all paper/computer work is correct and properly stored.
- Advanced mechanical skills and aptitude.

- Monitor cleanliness of all Authority vehicles.
- Help and teach 2<sup>nd</sup> and 3<sup>rd</sup> Class Mechanics the skills necessary to become a 1<sup>st</sup> Class mechanic.
- Perform other duties as assigned.
- Perform duties with minimal supervision.

### RESPONSIBILITIES

- Ensure vehicles can be operated in a safe manner.
- Complete all documentation of repairs performed and parts used.
- Ensure proper functioning utilizing road tests as necessary.
- Participate in training requirements as established by the Authority.
- Participate in Authority training sessions at times outside of regular shift schedules when necessary.
- Wear a company-prescribed uniform during work hours.
- Follow safety procedures including wearing personal protective equipment.
- Maintain regular attendance in accordance with Authority standards.
- Communicate with Supervisory personnel regarding changes in medications that could affect job performance.
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations and accidents.
- Continuing knowledge of local and state traffic rules and regulations.
- Continuing knowledge of operational aspects of a variety of vehicles.
- Accurately record hours of work on time cards/time reporting systems.

### QUALIFICATIONS

- Ability to follow oral and written instructions with minimal supervision.
- Demonstrated positive work ethic.
- Demonstrated ability to safely operate vehicle.
- Job-related experience.
- Knowledge of diesel engine operation, repairs and rebuilding.
- Knowledge of transmission operation, repairs and rebuilding.
- Knowledge of electrical and electronic system operation, repairs and needed changes.
- Proven commitment to Focus on Excellence.
- Ability to analyze and diagnose mechanical and electrical problems.
- Ability to learn new skills through a combination of on the job and classroom training.
- The minimum education requirement is a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.
- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Must maintain a current, valid Pennsylvania Class B Commercial Driver's License (CDL) with the passenger endorsement and with the air brake restriction lifted.
- Requires a CDL medical examination/certification every two years or as specified by physician.
- Minimum 25 years of age (preferred).

- Communicate with Authority co-workers as to route information and/or emergency situations.
- Effectively communicate and follow oral/written instructions that are provided, read and understand technical guidance concerning vehicle repair and maintain records and complete reports in English.

### SPECIAL EQUIPMENT

- This position requires the use and operation of:
  - Hand tools and equipment necessary to perform maintenance,
  - Computer for trouble-shooting diagnosis, creating work orders, and tracking parts,
  - Welding equipment including cutting torch,
  - Vehicle lifts, hoists, jacks, and jack stands,
  - Tire-changing and balancing equipment,
  - Vacuum pump and air conditioning equipment,
  - Bench grinders, bench vise,
  - Air compressor in garage and on truck,
  - Drill press,
  - Pipe and sheet metal shapers,
  - Impact wrenches, drill,
  - Tire dolly, bearing/king pin puller,
  - Bus wash, steam cleaner
  - Hot water pressure washer,
  - Parts wash machine (Cuda),
  - Fork lift,
  - Bobcat-type skid loader and attachments,
  - Service truck and trailer for hauling,
  - Snow removal equipment including truck-mounted plow, salt spreader,
  - Snow removal equipment including shovel, snow blower, salt spreader, etc.,
  - Any and all new in-house equipment purchased.

### FUNCTION AND PHYSICAL DEMANDS

- Ability to physically perform the essential functions of the job.
- Ability to use necessary tools and equipment properly.
- Ability to work with solvents, detergents, and adhesives.
- Walk and stand on concrete or asphalt surfaces.
- Bend, stoop, crouch, squat and crawl to repair vehicles.
- Reach below, at and above shoulder height to repair vehicles.
- Stretch, twist, or reach out with the body, arms, and/or legs.
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact.
- Hand, power, and air tool use required.
- Climb, stand, and balance on ladders or platforms.
- Using hands and arms in handling, installing, positioning, and moving materials, and operating equipment.
- The employee must lift, carry, push, pull and/or move up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly.

- This is very heavy work requiring exertion in excess of 100 lbs. of force occasionally, in excess of 50 lbs. of force frequently, and excess of 20 lbs. of force constantly to use necessary tools and to move objects.
- This position requires the dexterity and mobility to enter and exit a number of different vehicles while maintaining three points of contact.
- Must be able to lift and carry objects safely, usually no more than 75 lbs., but occasionally with weights in excess of 100 lbs.
- While performing the duties of this job, there is prolonged standing, with intermittent periods of sitting, short walking, and various trunk positions have to be maintained for prolonged periods when repairing buses.
- Must be able to climb or balance, stoop, kneel, crouch, crawl, push and pull as necessary to carry out job duties.
- Requires the ability to use hands to finger dexterously to operate tools or controls.
- Requires the ability to reach with hands and arms.
- Requires the ability to perform cleaning, janitorial, and building and property maintenance functions with appropriate dexterity.

**WORKING CONDITIONS**

- The individual performing this job is required to work in either the service or garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods creating temperatures similar to outside temperatures for short periods of time.
- The task of property maintenance also requires performance of functions, as necessary, outside under various weather conditions.
- The movement of vehicles and operation of engines in the service and garage areas results in occasional build ups of diesel exhaust fumes.
- All work is typically performed in areas that are noisy, dirty, greasy and subject to temperature extremes. Possibility of cuts, bruises and scrapes.

**This Job Description does not constitute an employment agreement between the Authority and any employee/job applicant. The Authority’s management reserves the right to reassign duties or assign additional responsibilities as needed by the Authority within the collective bargaining agreement.**

**I have read and understand the job description and requirements contained therein.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Adopted May 2012*



## MECHANIC – 2<sup>nd</sup> CLASS

DATE  
May 2012

DEPARTMENT  
Maintenance

### GENERAL

- This position is responsible for performance of a number of maintenance activities related to ensuring safe, efficient, and clean vehicles for our customers.

### REPORTING

- This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

### WORK HOURS

- Position works an assigned schedule as the Authority requires and as per the collective bargaining agreement. Overtime may be required on an assigned basis.
- Must be able to report to work during all hours that the Authority operates including nights and weekends.

### DUTIES

- All duties associated with the 3<sup>rd</sup> Class Mechanic, Service Person and Cleaner.

#### Additional duties for the 2<sup>nd</sup> Class Mechanic

- Perform diesel, gasoline, and/or CNG engine diagnosis, tune-ups and repairs.
- Perform transmission diagnosis and repairs.
- Perform electronic diagnosis and repairs on all systems.
- Perform electrical motor repairs and/or rebuilding.
- Perform chassis repairs, maintenance and lubrication.
- Perform computerized diagnosis of applicable systems, and, as a result, makes repairs and/or rebuilds.
- Perform preventive maintenance inspections per the manufacturer's recommendations and Authority requirements, and, as a result, makes necessary repairs.
- Perform air conditioning servicing and repairs (Technician must be certified in Section 608 and 609 requirements).
- Perform repairs on all brake systems (Certain certifications may be required).
- Perform air systems diagnosis and repairs.
- Perform any/all routine vehicle maintenance on a wide variety of vehicle types.

- Perform all work associated with bodywork, painting and repairs.
- Perform some maintenance and repairs on manual and/or electronic fare collecting systems equipment as necessary.
- Required to help and to teach 3<sup>rd</sup> Class mechanics the skills needed to become a 2<sup>nd</sup> Class mechanic.
- Must have job related experience with intermediate mechanical skills and aptitude.
- State Inspection licenses, as required, for company vehicles.
- Vacuum pump and air conditioning equipment.
- Assist 1<sup>st</sup> Class Mechanics as required
- Perform other duties as assigned.
- Perform duties with minimal supervision.

### RESPONSIBILITIES

- Ensure vehicles can be operated in a safe manner.
- Complete all documentation of repairs performed and parts used.
- Ensure proper functioning utilizing road tests as necessary.
- Participate in training requirements as established by the Authority.
- Participate in Authority training sessions at times outside of regular shift schedules when necessary.
- Wear a company-prescribed uniform during work hours.
- Follow safety procedures including wearing personal protective equipment.
- Maintain regular attendance in accordance with Authority standards.
- Communicate with Supervisory personnel regarding changes in medications that could affect job performance.
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations and accidents.
- Continuing knowledge of local and state traffic rules and regulations.
- Continuing knowledge of operational aspects of a variety of vehicles.
- Accurately record hours of work on time cards/time reporting systems.

### QUALIFICATIONS

- Ability to follow oral and written instructions with minimal supervision.
- Demonstrated positive work ethic.
- Demonstrated ability to safely operate vehicle.
- Proven commitment to Focus on Excellence.
- Ability to analyze and diagnose mechanical and electrical problems.
- Ability to learn new skills through a combination of on the job and classroom training.
- The minimum education requirement is a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.
- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Must maintain a current, valid Pennsylvania Class B Commercial Driver's License (CDL) with the passenger endorsement and with the air brake restriction lifted.
- Requires a CDL medical examination/certification every two years or as specified by physician.

- Communicate with Authority co-workers as to route information and /or emergency situations.
- Must be able to effectively communicate and follow oral/written instructions that are provided in English.
- Must be able to read and understand technical guidance in English concerning vehicle repair.
- Maintain records and complete reports in English.
- Minimum 25 years of age (preferred).

### SPECIAL EQUIPMENT

- This position requires the use and operation of:
  - Hand tools and equipment necessary to perform maintenance,
  - Computer for trouble-shooting diagnosis, creating work orders, and tracking parts,
  - Welding equipment including cutting torch,
  - Vehicle lifts, hoists, jacks, and jack stands,
  - Tire-changing and balancing equipment,
  - Bench grinders, bench vise,
  - Air compressor in garage and on truck,
  - Drill press,
  - Pipe and sheet metal shapers,
  - Impact wrenches, drill,
  - Tire dolly, bearing/king pin puller,
  - Bus wash, steam cleaner
  - Hot water pressure washer,
  - Parts wash machine (Cuda),
  - Fork lift,
  - Bobcat-type skid loader and attachments,
  - Service truck and trailer for hauling,
  - Snow removal equipment including truck-mounted plow, salt spreader,
  - Snow removal equipment by hand- snow blower, shovel, salt spreader, etc.,
  - Any and all new in-house equipment purchased.

### FUNCTION AND PHYSICAL DEMANDS

- Ability to physically perform the essential functions of the job.
- Ability to use necessary tools and equipment properly.
- Ability to work with solvents, detergents, and adhesives.
- Walk and stand on concrete or asphalt surfaces.
- Bend, stoop, crouch, squat and crawl to repair vehicles.
- Reach below, at and above shoulder height to repair vehicles.
- Stretch, twist, or reach out with the body, arms, and/or legs.
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact.
- Hand, power, and air tool use required.
- Climb, stand, and balance on ladders or platforms.
- Using hands and arms in handling, installing, positioning, and moving materials, and operating equipment.
- The employee must lift, carry, push, pull and/or move up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly.

- This is very heavy work requiring exertion in excess of 100 lbs. of force occasionally, in excess of 50 lbs. of force frequently, and excess of 20 lbs. of force constantly to use necessary tools and to move objects.
- This position requires the dexterity and mobility to enter and exit a number of different vehicles while maintaining three points of contact.
- Must be able to lift and carry objects safely, usually no more than 75 lbs., but occasionally with weights in excess of 100 lbs.
- While performing the duties of this job, there is prolonged standing, with intermittent periods of sitting, short walking, and various trunk positions have to be maintained for prolonged periods when repairing buses.
- Must be able to climb or balance, stoop, kneel, crouch, crawl, push and pull as necessary to carry out job duties.
- Requires the ability to use hands to finger dexterously to operate tools or controls.
- Requires the ability to reach with hands and arms.
- Requires the ability to perform cleaning, janitorial, and building and property maintenance functions with appropriate dexterity.

**WORKING CONDITIONS**

- The individual performing this job is required to work in either the service or garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods creating temperatures similar to outside temperatures for short periods of time.
- The task of property maintenance also requires performance of functions, as necessary, outside under various weather conditions.
- The movement of vehicles and operation of engines in the service and garage areas results in occasional build ups of diesel exhaust fumes.
- All work is typically performed in areas that are noisy, dirty, greasy and subject to temperature extremes. Possibility of cuts, bruises and scrapes.

**This Job Description does not constitute an employment agreement between the Authority and any employee/job applicant. The Authority’s management reserves the right to reassign duties or assign additional responsibilities as needed by the Authority within the collective bargaining agreement.**

**I have read and understand the job description and requirements contained therein.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Adopted May 2012*





## MECHANIC – 3<sup>rd</sup> CLASS

DATE  
May 2012

DEPARTMENT  
Maintenance

### GENERAL

This position is responsible for performance of a number of maintenance activities. The duties and responsibilities are related to ensuring safe, efficient, and clean vehicles for our customers.

### REPORTING

This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

### WORK HOURS

- Position works an assigned schedule as the Authority requires and as per the collective bargaining agreement. Overtime may be required on an assigned basis.
- Must be able to report to work during all hours that the Authority operates including nights and weekends.

### DUTIES

- All duties associated with the Service Person and Cleaner.

#### Additional duties for the 3<sup>rd</sup> Class Mechanic

- Ensure that all Authority vehicles are in proper working order and in compliance with state and federal regulations as well as with Authority procedures by troubleshooting, diagnosing, and performing repairs and preventive maintenance.
- Complies with safety policies through the understanding of the proper use of jacks, hoists, lifts, all available Authority safety equipment, and the proper use of hand and power tools, which includes wearing personal protective equipment.
- Act appropriately when faced with an emergency situation by the utilization of common sense coupled with following Authority protocol and procedures.
- Ensure that fleet vehicles are in safe, working order.
- Must perform required PA state inspections to all Authority vehicles and be registered as such on Authority fleet records.
- Repair vehicles and diagnose maintenance concerns in an efficient manner to ensure that vehicle down-time is minimized.
- Be able to determine and prepare for daily assignments through the review of work orders and coordinating work assignments.
- Must be able to take vehicle complaints in a manner that allows evaluations and troubleshooting.
- Must be able to cooperate, follow directions and communicate with the operations department, dispatch, supervisors, and any authority personnel about fleet coordination, vehicle changeout or other issues as needed.
- Equipment servicing and be able to perform such activities as greasing, lubrication, inspection and repair of all interior and exterior lights, doors and mirrors.

- Completion of accurate repair record keeping and various authority reports including accident/incident report, maintenance logs, and parts disbursement records with all required paperwork in the timetable established by the Authority.
- Regular communication with Authority co-workers regarding questions, concerns, complaints, company protocol and other issues that are related to employment.
- Following company protocol and procedures during shift without direct supervision.
- Maintain up to date technical knowledge and skills by attending educational workshops, reviewing and interpreting service and instruction manuals, completing certifications and re-certifications to work on Authority fleet vehicles regardless of type, fuel or component systems and sub-systems as soon as training is made available. Also complete training necessary to utilize new technology and maintain job classification requirements.
- Must maintain all company and personally owned tools and equipment in a safe, clean and in good working order.
- Be able to perform standard maintenance and repairs on authority vehicles including such tasks as preventive maintenance, minor and major vehicle repairs for all fleet vehicles including service vehicles.
- Must perform preventive maintenance inspections and report problems to supervisors or technicians on duty, while making repairs as necessary.
- Must perform maintenance inspections and repairs for wheelchair lifts, ramps, and other accessibility equipment.
- Must perform training for drivers and others in pre-trip, preventive maintenance and safe operation of vehicles and accessories, as necessary.
- Must perform inspection and maintenance of chassis.
- Must perform vehicle greasing/lubrication, filter replacements, inspect and maintain all fluid levels.
- Must perform inspections, repairs and replacements of linkages and joints.
- Must perform repairs and replacement of interior and exterior lights.
- Must perform repairs to doors and mirrors, repairs and replacement of any brake equipment and all safety equipment.
- Must perform cleaning, servicing and replacing of batteries and electrical components, cables and terminals.
- Must perform daily review of defect slips (driver write-ups) and repairs, as necessary and determine and prepare for daily assignments through the review of work orders and coordinating work assignments.
- Must perform any minor repairs, as necessary.
- Must perform any minor body repairs, as necessary.
- Must be able to operate any and all Authority vehicles, assist and perform road/service calls as needed in all weather conditions, making vehicle repairs as needed, or make arrangements for vehicle to be towed to complete the repairs.
- Must complete on-site and off-site training and re-training necessary to develop and maintain skills, as required.
- Assist 1<sup>st</sup> Class Mechanics and 2<sup>nd</sup> Class Mechanics as required
- Perform other duties as assigned.
- Perform duties with minimal supervision.

## RESPONSIBILITIES

- Ensure vehicles can be operated in a safe manner.
- Complete all documentation of repairs performed and parts used.
- Ensure proper functioning utilizing road tests as necessary.
- Participate in training requirements as established by the Authority.
- Participate in Authority training sessions at times outside of regular shift schedules when necessary.
- Wear a company-prescribed uniform during work hours.
- Follow all safety procedures including wearing personal protective equipment.
- Maintain regular attendance in accordance with Authority standards.
- Communicate with Supervisory personnel regarding changes in medications that could affect job performance.
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations and accidents.
- Continuing knowledge of local and state traffic rules and regulations.
- Continuing knowledge of operational aspects of a variety of vehicles.
- Accurately record hours of work on time cards/time reporting systems.

## QUALIFICATIONS

- Demonstrated ability to safely operate vehicles.
- Ability to follow written or oral instructions with minimum supervision.
- Basic mechanical skills and aptitude.
- Ability to analyze and diagnose mechanical and electrical problems.
- Ability to learn new skills through a combination of on the job and classroom training.
- Ability to keep records and complete reports.
- Positive work ethic.
- Proven commitment to Focus on Excellence.
- The minimum education requirement is a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.
- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Must maintain a current, valid Pennsylvania Class B Commercial Driver's License (CDL) with the passenger endorsement and with the air brake restriction lifted.
- Requires a CDL medical examination/certification every two years or as specified by physician.
- Minimum 25 years of age (preferred).
- Must also be able to communicate with Authority co-workers as to route information and /or emergency situations.
- Must have job related experience.
- The ability to maintain records and complete reports
- Must be able to effectively communicate and follow oral/written instructions that are provided in English.
- Must be able to read and understand technical guidance concerning vehicle repair.

## SPECIAL EQUIPMENT

- This position requires the use and operation of:
  - Hand tools and equipment necessary to perform maintenance,
  - Computer for trouble-shooting diagnosis, creating work orders, and tracking parts,
  - Welding equipment including cutting torch,
  - Vehicle lifts, hoists, jacks, and jack stands,
  - Tire-changing and balancing equipment,
  - Bench grinders, bench vise,
  - Air compressor in garage and on truck,
  - Drill press,
  - Pipe and sheet metal shapers,
  - Impact wrenches, drill,
  - Tire dolly, bearing/king pin puller,
  - Bus wash, steam cleaner
  - Hot water pressure washer,
  - Parts wash machine (Cuda),
  - Fork lift,
  - Bobcat-type skid loader and attachments,
  - Service truck and trailer for hauling,
  - Snow removal equipment including truck-mounted plow, salt spreader,
  - Snow removal equipment by hand- snow blower, shovel, salt spreader, etc.,
  - Any and all new in-house equipment purchased.

## FUNCTION AND PHYSICAL DEMANDS

- Ability to physically perform the essential functions of the job.
- Ability to use necessary tools and equipment properly.
- Ability to work with solvents, detergents, and adhesives.
- Walk and stand on concrete or asphalt surfaces.
- Bend, stoop, crouch, squat and crawl to repair vehicles.
- Reach below, at and above shoulder height to repair vehicles.
- Stretch, twist, or reach out with the body, arms, and/or legs.
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact.
- Hand, power, and air tool use required.
- Climb, stand, and balance on ladders or platforms.
- Using hands and arms in handling, installing, positioning, and moving materials, and operating equipment.
- The employee must lift, carry, push, pull and/or move up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly.
- This is very heavy work requiring exertion in excess of 100 lbs. of force occasionally, in excess of 50 lbs. of force frequently, and excess of 20 lbs. of force constantly to use necessary tools and to move objects.
- This position requires the dexterity and mobility to enter and exit a number of different vehicles while maintaining three points of contact.
- Must be able to lift and carry objects safely, usually no more than 75 lbs., but occasionally with weights in excess of 100 lbs.

- While performing the duties of this job, there is prolonged standing, with intermittent periods of sitting, short walking, and various trunk positions have to be maintained for prolonged periods when repairing buses.
- Must be able to climb or balance, stoop, kneel, crouch, crawl, push and pull as necessary to carry out job duties.
- Requires the ability to use hands to finger dexterously to operate tools or controls.
- Requires the ability to reach with hands and arms.
- Requires the ability to perform cleaning, janitorial, and building and property maintenance functions with appropriate dexterity.

**WORKING CONDITIONS**

- The individual performing this job is required to move vehicles into and out of both the service and garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods, creating temperatures similar to outside temperatures for short periods of time.
- The movement of vehicles and operation of engines in the service and garage areas results in occasional build-ups of diesel exhaust fumes.
- The task of property maintenance may require performance of functions as necessary outside under various weather conditions.
- Work typically performed in areas that are noisy, dirty, greasy and subject to temperature extremes. Possibility of cuts, bruises and scrapes.

**This Job Description does not constitute an employment agreement between the Authority and any employee/job applicant. The Authority’s management reserves the right to reassign duties or assign additional responsibilities as needed by the Authority within the collective bargaining agreement.**

**I have read and understand the job description and requirements contained therein.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Adopted May 2012*



SERVICE PERSON

DATE  
May 2012

DEPARTMENT  
Maintenance

GENERAL

- This position is responsible for performance of a number of maintenance activities. The duties and responsibilities are related to ensuring safe, efficient, and clean vehicles for our customers.

REPORTING

- This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

WORK HOURS

- Position works an assigned schedule as the Authority requires and as per the collective bargaining agreement. Overtime may be required on an assigned basis.
- Must be able to report to work during all hours that the Authority operates including nights and weekends.

DUTIES

- All duties and responsibilities associated with the Cleaner.

Additional duties for the Service Person

- Fuels buses and checks oil and water levels when required
- Steam clean engines and all steam-cleaning functions required on Authority vehicles
- Must be able to operate Authority vehicles; Moving and lining up buses in yard ,barn and around buildings and ground and on road calls as required.
- Provide maintenance assistance to mechanics as required
- Following company protocol and procedures during shift without direct supervision
- Be able to act appropriately when faced with emergency situation by the utilization of common sense coupled with following Authority protocol and procedures
- The ability to recognize and report hazards and apply safe work methods
- The ability to establish and maintain effective working relationships with supervisor and co-workers
- Be able to follow directions and communication from dispatch and supervisory personnel.
- Preparation of vehicles for maintenance inspections.
- Routine battery, cable, and terminal maintenance.

- Replacement of interior and exterior lights, as directed.
- Tire replacement, as necessary.
- Proper vehicle blocking (positioning for operation).
- Fare box removal, as directed, in conjunction with dispatcher.
- Tire rim cleaning and painting as necessary.
- Tire regrooving, if directed.
- Minor mechanical troubleshooting.
- Replacement and removal of marker lights, wiper blades, mirrors and advertising signs (if applicable).
- General maintenance of Authority property as required.
- Proper maintenance of service records.
- Proper checking, maintaining and recording of all fluid levels.
- Proper checks and recording of tire numbers, pressures and tread levels.
- Proper record keeping of mileage, hours, etc., as required and notify supervisors of any vehicle damages.
- Visual inspections of vehicles for any leaks or other unsafe conditions and damages.
- Minor repair work, as directed.
- Loading/unloading of freight and/or furniture and equipment, as necessary.
- Complete on-site and off-site training and re-training necessary to develop and maintain skills, as required.
- Assist 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Class Mechanics as required.
- Perform all duties as assigned with minimal or no supervision.

### RESPONSIBILITIES

- Ensure vehicles can be operated in a safe manner.
- Complete all documentation of repairs performed and parts used.
- Ensure proper functioning utilizing road tests as necessary.
- Participate in training requirements as established by the Authority.
- Participate in Authority training sessions at times outside of regular shift schedules when necessary.
- Continuing knowledge of local and state traffic rules and regulations.
- Continuing knowledge of operational aspects of a variety of vehicles.
- Accurately record hours of work on time cards/time reporting systems.
- Communicate with Supervisory personnel regarding changes in medications that could affect job performance.
- Maintain inventory of parts and supplies
- Collection of vehicle defect reports for vehicles and make repairs as needed.

### QUALIFICATIONS

- Must also be able to communicate with Authority co-workers as to route information and/or emergency situations
- Must have job related experience
- Must be able to effectively communicate and follow oral/written instructions that are provided in English
- Demonstrated ability to safely operate vehicles.

- Ability to cooperate with fellow employees.
- Ability to follow written or oral instructions with minimum supervision.
- Basic mechanical skills and aptitude.
- Knowledge of basic automotive and/or diesel maintenance.
- Ability to use hand tools.
- Ability to learn new skills through a combination of on the job training and classroom training.
- Positive work ethic.
- Proven commitment to Focus on Excellence.
- The minimum education requirement is a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.
- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Must maintain a current, valid Pennsylvania Class B Commercial Driver's License (CDL) with the passenger endorsement and with the air brake restriction lifted.
- Requires a CDL medical examination/certification every two years or as specified by physician.
- Minimum 25 years of age (preferred).
- The ability to maintain records and complete reports
- Must be able to read and understand technical guidance concerning vehicle repair.

#### SPECIAL EQUIPMENT

- This position requires the use and operation of:
  - Hand tools and equipment necessary to perform maintenance,
  - Computer for trouble-shooting diagnosis, creating work orders, and tracking parts,
  - Welding equipment including cutting torch,
  - Vehicle lifts, hoists, jacks, and jack stands,
  - Tire-changing and balancing equipment,
  - Bench grinders, bench vise,
  - Air compressor in garage and on truck,
  - Drill press,
  - Pipe and sheet metal shapers,
  - Impact wrenches, drill,
  - Tire dolly, bearing/king pin puller,
  - Bus wash, steam cleaner
  - Hot water pressure washer,
  - Parts wash machine (Cuda),
  - Fork lift,
  - Bobcat-type skid loader and attachments,
  - Service truck and trailer for hauling,
  - Snow removal equipment including truck-mounted plow, salt spreader,
  - Snow removal equipment by hand- snow blower, shovel, salt spreader, etc.,
  - Any and all new in-house equipment purchased.

#### FUNCTION AND PHYSICAL DEMANDS

- Ability to physically perform the essential functions of the job.



- Ability to use necessary tools and equipment properly.
- Ability to work with solvents, detergents, and adhesives.
- Walk and stand on concrete or asphalt surfaces.
- Bend, stoop, crouch, squat and crawl to repair vehicles.
- Reach below, at and above shoulder height to repair vehicles.
- Stretch, twist, or reach out with the body, arms, and/or legs.
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact.
- Hand, power, and air tool use required.
- Climb, stand, and balance on ladders or platforms.
- Using hands and arms in handling, installing, positioning, and moving materials, and operating equipment.
- The employee must lift, carry, push, pull and/or move up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly.
- This is very heavy work requiring exertion in excess of 100 lbs. of force occasionally, in excess of 50 lbs. of force frequently, and excess of 20 lbs. of force constantly to use necessary tools and to move objects.
- This position requires the dexterity and mobility to enter and exit a number of different vehicles while maintaining three points of contact.
- Must be able to lift and carry objects safely, usually no more than 75 lbs., but occasionally with weights in excess of 100 lbs.
- While performing the duties of this job, there is prolonged standing, with intermittent periods of sitting, short walking, and various trunk positions have to be maintained for prolonged periods when repairing buses.
- Must be able to climb or balance, stoop, kneel, crouch, crawl, push and pull as necessary to carry out job duties.
- Requires the ability to use hands to finger dexterously to operate tools or controls.
- Requires the ability to reach with hands and arms.
- Requires the ability to perform cleaning, janitorial, and building and property maintenance functions with appropriate dexterity.

### WORKING CONDITIONS

The individual performing this job is required to move vehicles into and out of both the service and garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods creating temperatures similar to outside temperatures for short periods of time.

The movement of vehicles and operation of engines in the service and garage areas results in occasional build ups of diesel exhaust fumes.

The task of property maintenance also requires performance of functions as necessary outside under various weather conditions.

Work typically performed in areas that are noisy, dirty, and greasy. Possibility of cuts, bruises and scrapes.

**This Job Description does not constitute an employment agreement between the Authority and any employee/job applicant. The Authority's management reserves the right to reassign duties or assign additional responsibilities as needed by the Authority within the collective bargaining agreement.**

**I have read and understand the job description and requirements contained therein.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Adopted May 2012*



CLEANER

DATE  
May 2012

DEPARTMENT  
Maintenance

### GENERAL

- This position performs cleaning of the buses and other vehicles as well as other cleaning, janitorial, and property maintenance duties as assigned.

### REPORTING

- This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

### WORK HOURS

- Position works an assigned schedule as the Authority requires and as per the collective bargaining agreement. Overtime may be required on an assigned basis.
- Must be able to report to work during all hours that the Authority operates including nights and weekends.

### DUTIES

- Follow all safety procedures including wearing personal protective equipment.
- Ensure the cleanliness of all Authority vehicles.
- Ensure the cleanliness of all Authority facilities.
- Moves buses and other vehicles as needed.
- Perform other janitorial and property maintenance duties.
- Will perform all required duties with little or no supervision.
- Perform all assigned duties as required, and in a safe manner.

### RESPONSIBILITIES

- Cleans the exterior and interior of vehicles using hand and power equipment
- Cleans interior of vehicle using broom, cloth, mop, vacuum cleaner, and whisk broom or other equipment as needed and approved by the Director of Maintenance or acting foreman
- Wash interior windows, dash area, seats, seatbelts, ceiling and walls
- Must perform minor building and grounds maintenance and cleaning, as necessary, including trash removal, shelter cleaning, bus stop sign maintenance and repairs, weed removal, tree trimming, grass cutting and snow removal
- Must maintain a clean and safe work area inside and outside of all buildings, facility and vehicles by cleaning floors, work surfaces, cleaning up trash, spills and debris while returning working materials and equipment back to original storage area.

- May sterilize interior of vehicle, using sterilizing sprays or sanitizers
- Checks interior for vandalism and conditions which would injure passengers or their clothing and reports damage or repairs damage as applicable
- Remove trash and gum from vehicle interior
- Removes dirt, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment, or by spraying or washing vehicles, using spraying equipment, brush or sponge
- Cleans exterior windows with water, cleansing compounds, and cloth or brush
- May polish exterior of vehicle
- Replenishes sanitary supplies in vehicle compartments
- Turn valves or handles on equipment to regulate pressure and flow of water, air, steam, or abrasives from sprayer nozzles
- Turn valves or disconnects hoses to eliminate water, cleaning solutions, or vapors from machinery or tanks
- Mix cleaning solutions and abrasive compositions and other compounds according to formula
- Heavy and light cleaning in vehicles, buildings, halls, offices, shops and yards, as directed.
- Cleaning and maintenance of bus stop shelters and Authority buildings and facilities.
- Operation of sweepers and other power cleaning equipment.
- Maintenance of surrounding walks and grounds including grass mowing, shrubbery trimming, snow removal and salt spreading on all required areas.
- Complete all documentation of work performed.
- Participate in training requirements as established by the Authority.
- Participate in Authority training sessions at times outside of regular shift schedules when necessary.
- Wear a company-prescribed uniform during work hours.
- Maintain regular attendance in accordance with Authority standards.
- Communicate with Supervisory personnel regarding changes in medications that could affect job performance.
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations and accidents.
- Continuing knowledge of local and state traffic rules and regulations.
- Continuing knowledge of operational aspects of a variety of vehicles.
- Accurately record hours of work on time cards/time reporting systems.

#### SKILLS, KNOWLEDGE AND ABILITIES

- Advanced cleaning skills and aptitude.
- Demonstrated ability to safely operate vehicles.
- Operation of sweepers and other power cleaning equipment.
- Ability to cooperate with fellow employees.
- Ability to follow directions with minimum supervision.
- Ability to use cleaning tools and equipment.
- Ability to acquire new knowledge and skills through research, on-the-job training, and classroom training.
- Ability to read and follow instructions on any product being used, with safety for ones self and all others.

### SPECIAL EQUIPMENT

- This position may require the use and operation of the vehicle wash rack, the bus wash, the pressure washer, the water extraction upholstery cleaner, and other cleaning equipment.

### SPECIAL REQUIREMENTS

- Must maintain a valid Pennsylvania driver's license.
- May be required to earn and maintain a Pennsylvania Class B Commercial Driver's License (CDL) with the passenger endorsement and with the air brake restriction lifted.
- Minimum 25 years of age (preferred).

### TRAINING AND EDUCATION

- The minimum education requirements are a high school diploma or general equivalency certificate.

### FUNCTION AND PHYSICAL DEMANDS

- Ability to physically perform the essential functions of the job.
- Ability to use necessary tools and equipment properly.
- Ability to work with solvents, detergents, and adhesives.
- Walk and stand on concrete or asphalt surfaces.
- Bend, stoop, crouch, squat and crawl to clean vehicles.
- Reach below, at and above shoulder height to clean vehicles.
- Stretch, twist, or reach out with the body, arms, and/or legs.
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact.
- Climb, stand, and balance on ladders or platforms.
- Using hands and arms in handling, installing, positioning, and moving materials, and operating equipment.
- The employee must lift, carry, push, pull and/or move up to 50 pounds occasionally, up to 20 pounds frequently, and up to 10 pounds constantly.
- This is very heavy work requiring exertion in excess of 100 lbs. of force occasionally, in excess of 50 lbs. of force frequently, and excess of 20 lbs. of force constantly to use necessary tools and to move objects.
- This position requires the dexterity and mobility to enter and exit a number of different vehicles while maintaining three points of contact.
- Must be able to lift and carry objects safely, usually no more than 75 lbs., but occasionally with weights in excess of 100 lbs.
- While performing the duties of this job, there is prolonged standing, with intermittent periods of sitting, short walking, and various trunk positions have to be maintained for prolonged periods when repairing buses.
- Must be able to climb or balance, stoop, kneel, crouch, crawl, push and pull as necessary to carry out job duties.
- Requires the ability to use hands to finger dexterously to operate tools or controls.
- Requires the ability to reach with hands and arms.
- Requires the ability to perform cleaning and janitorial functions with appropriate dexterity.

WORKING CONDITIONS

- The individual performing this job is required to work in either the service or garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods creating temperatures similar to outside temperatures for short periods of time.
- The task of property maintenance also requires performance of functions, as necessary, outside under various weather conditions.
- The movement of vehicles and operation of engines in the service and garage areas results in occasional build ups of diesel exhaust fumes.
- All work is typically performed in areas that are noisy, dirty, greasy and subject to temperature extremes. Possibility of cuts, bruises and scrapes.

**This Job Description does not constitute an employment agreement between the Authority and any employee/job applicant. The Authority’s management reserves the right to reassign duties or assign additional responsibilities as needed by the Authority within the collective bargaining agreement.**

**I have read and understand the job description and requirements contained therein.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Adopted May 2012*