

SAFTI Job Description

Mechanic

REPORTING:

- Mechanic reports to the Director of Maintenance.

DUTIES:

- 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.
- Perform Commonwealth of Pennsylvania safety inspections
- Equipment servicing.
- The ability to work with others in coordinated repair efforts.
- Be able to determine and prepare for daily assignments through the review of work orders and coordinating work assignments.
- Ensure that fleet vehicles are in safe, working order.
- Complies with safety policies through the understanding of the proper use of jacks, hoists, lifts available Authority safety equipment, the proper use of hand and power tools.
- Must be able to follow safety procedures including wearing personal protective equipment.
- Must be able to operate Authority vehicles and perform road/service calls.
- Must be able to ensure that vehicles are safe and in compliance with state and federal regulations as well as Authority procedures by performing preventive maintenance using checklists.
- Must be able to perform such activities as greasing, lubrication, inspection and repair of all interior and exterior lights, doors and mirrors.
- The evaluation of and estimating of costs for equipment repair and be able to recommend cost efficient repairs including recommendations or in-house or outside repairs.
- Repair vehicles and diagnose maintenance concerns in an efficient manner to ensures that vehicle down-time is minimized.
- Must be able to receive vehicle complaints in a manner that allows evaluations and troubleshooting.
- The ability to make minor, on-site vehicle repairs or made arrangement for vehicle towing to compete repairs.
- Must be able to cooperate with and communicate with the operations department for fleet coordination.

- Maintain a clean and safe work area by clearing floors and work surfaces of trash, cleaning up spills and debris and returning working materials and equipment to proper storage.
- Maintaining tools and equipment in a safe and working order.
- Completion of various authority reports including accident/incident report, maintenance logs and required paperwork in the timetable established by the Authority.
- Regular communication 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.
- Be able to act appropriately when faced with an emergency situation by the utilization of common sense coupled with following Authority protocol and procedures.
- Be able to follow directions and communication from dispatch and supervisory personnel.
- 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.

RESPONSIBILITIES:

- Must be able to report to work seven days a week from ___ to ___.
- Participation when necessary in Authority training sessions at times outside of regular shift schedules.
- Must be able to wear a company-prescribed uniform during work hours.
- Must be able to maintain regular attendance in accordance with Authority standards.
- Communication with Supervisory personnel regarding changes in medications.
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations.
- Communication with Supervisory personnel regarding accidents and moving violations immediately.
- Comply with and participate in training requirements as established by the Authority.
- Continuing knowledge of local and state traffic rules and regulations.
- Continuing knowledge of operational aspects of a variety of vehicles.

- Must be able to accurately record hours of work on time cards/time reporting systems.

FUNCTIONS AND PHYSICAL DEMANDS:

- 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 100lbs.
- 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 carryout job duties.
- Requires the ability to use hands to finger dexterously to operate tools or controls; and reach with hands and arms.
- This position also requires the successful applicant to perform cleaning, janitorial, and building and property maintenance functions with appropriate dexterity.

QUALIFICATIONS:

- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Requires and maintain a Pennsylvania CDL license with air brakes and passenger endorsement.
- Requires a CDL medical examination/certification every two years or as specified by physician.
- Must be at least 21 years of age.
- 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 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.

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.

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

Signature _____ Date: _____