



Cooperative Alliance for Seacoast Transportation

Entry Level Mechanic

Job Description

- POSITION TITLE:** Entry Level Mechanic
- JOB SUMMARY:** An entry level mechanic performs preventative maintenance, diagnosis, inspection, and repair to all COAST diesel and gasoline powered vehicles, equipment, and facilities
- CLASSIFICATION:** FLSA Non-Exempt (hourly, eligible for overtime)
- WORK SCHEDULE:** Forty (40) hour work week, during the span of service. First shift 6:00am – 2:30pm. Second shift (2:30pm – 11:00pm), plus a rotating on call Saturday shift. Must be available during disaster and emergency events.

REPORTS TO: Manager of Fleet and Facility Maintenance

JOB DUTIES:

1. Essential Functions

- a) Must have mechanical aptitude with the ability to read and understand repair manuals.
- b) Must possess basic standard hand tools required to perform the job and be experienced in the use of these tools.
- c) Performs routine and scheduled preventative maintenance on COAST vehicles utilizing preventative maintenance inspection guidelines and bus operator reports.
- d) Repairs and or replaces diesel and gasoline engine accessories as may be required.
- e) Inspects vehicle and transportation equipment for the purpose of ensuring the equipment is in safe operating condition.
- f) Performs repairs on all COAST equipment including but not limited to dismount & mount tires, air conditioners, motors, transmissions, generators, starters, etc.
- g) Understand and exhibit shop safety/maintain work area in a safe, clean, and orderly condition.

2. Other Job Functions

- a) Able to take direction well and work with others.
- b) Assume additional responsibilities when required.
- c) Required to demonstrate continuous learning utilizing a variety of resources

including web based and other structured training programs.

- d) Occasional duties to include but not limited to parts handling, snow removal, sweeping, general building and grounds maintenance.
- e) Other duties as assigned.

3. Safety Duties

- a) Report concerns, threats, vulnerabilities and/or vandalism to the Manager of Fleet and Facility Maintenance.
- b) Provide priority to safety and security critical items such as lighting.

REQUIREMENTS:

1. Knowledge

- a) Must possess a High School Diploma or equivalent.
- b) Some relevant experience in the repair of diesel and gasoline powered vehicles.

2. Emotional / Psychological Factors

- a) Ability to make decisions
- b) Ability to concentrate on multiple tasks with frequent interruptions

3. Physical Requirements

- a) Operating a bus/van is an essential function of the job.

MOBILITY:

Sits while operating buses/vans and service vehicles approximately 5% of work day. Stands and moves freely around the garage while performing work duties 65% of the work time. Stoops or bends approximately 10% of work time. Climbs in and out of buses/vans 10% of the work time. Crawls (sometimes in tight spaces) 5% of the work time. Lays horizontally while working when necessary. Sits at desk while performing job duties 5% of the work day.

EXAMPLES OF WEIGHTS LIFTED AND THEIR FREQUENCY:

Lifting is an essential part of this job. Regularly lift tools and parts up to 50 lbs. Lifts hood and compartment doors on buses/vans, etc. Pushes/pulls tool cart, etc. weighing up to 75 lbs.

VISUAL REQUIREMENTS:

Must be able to read and comprehend written material in English and distinguish material using close-up vision, for example, to read service manuals, blueprints and electrical schematics. Good depth perception, peripheral vision, distance vision, night

vision and color perception are required. Color vision is essential to distinguish chemical codes which are represented by color, distinguishing gauges of wire, etc.

DEXTERITY:

95% of work time involves extensive use of hands and fingers. Fingering is extensively used, for example, when removing\replacing nuts and screws from mechanical parts and performing other necessary repair and maintenance functions. Reaching and grasping are involved approximately 80% of work time. Reaches overhead frequently while working underneath vehicles. Grasps hand tools such as wrenches, screwdrivers, vehicles, bus door controls, two-way radio, etc. Feels with the fingertips regularly, for example to determine if a part is worn.

ENVIRONMENTAL CONDITIONS:

Noise level is usually loud--multiple diesel engines, pneumatic tools, etc. Exposure to outdoor weather extremes occurs frequently. Regular exposure to dust, dirt and vehicle emissions. Regular exposure to wet and oily conditions.

HEARING/TALKING:

Listening and talking (communicating) in English are essential to performing this job. Must be able to hear and understand normal speech, as some job information is received verbally. Must be able to hear environmental sounds such as engine noises, brake noises, etc., to assist in trouble-shooting mechanical problems. Must talk to other employees in person and on two-way radio.

MISCELLANEOUS:

Must be willing to work shift hours and days as assigned. Applicant must possess or be able to obtain a valid Class B Commercial Driver's License with passenger endorsement and no air brake restriction. Must be able to obtain a valid DOT medical certificate and maintain it as a condition of employment. Must possess all standard hand tools required to perform job and be experienced in the use of these tools.

The above description is intended to describe the general content, identify the essential functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.