

Monroe County Transportation Authority

Bus Mechanic

Reports to: Department Manager _____

Pay Classification: 13 _____

Department: Maintenance _____

Approval: (HR) _____

Date: March 15, 2005 _____

Approval: (Board Subcommittee) _____

Revised Date: _____

Approval: (Executive Director) _____

Job Function:

This position involves maintaining and operating passenger buses in a safe and efficient manner. The bus mechanic must possess troubleshooting skills and mechanical abilities to perform both corrective and preventative maintenance. Work is performed under the direct supervision of the maintenance shop foreman who reports to the Maintenance Manager.

Work Hours:

Five day work week with potential for overtime as stated in Collective Bargaining Agreement (CBA). Actual shifts are bid upon and assigned in accordance with seniority. Subject to call out 24 hours a day, seven days per week in emergencies.

Duties and Responsibilities:

1. Mechanics are responsible for the safe use of all hand, air, and power tool operation and will follow all safety rules concerning their use.
2. Mechanics are responsible for adhering to all safety rules in shop area to include wearing of applicable protective equipment.
3. Mechanics are responsible for maintaining and securing both their own and shop tools.
4. Mechanics are responsible for obtaining basic skills in corrective and preventative maintenance.
5. Mechanics are responsible for reading and understanding all technical shop manuals. This includes locating the correct parts in manuals and ordering parts, when/if necessary.
6. Mechanics perform maintenance and repair of the facilities when directed.

7. Performs regular clean up immediately following completion of work project(s) or at the end of your shift. Shop area must be clean, orderly, and devoid of potential safety hazards at all times.
8. Responsible for performing all Pennsylvania State Inspections in accordance with all PennDOT rules and regulations. Failure to follow proper procedures might result in the immediate termination of the MCTA Inspection Station license.
9. Responsible for accurately completing and updating all paperwork on all services performed on fleet vehicles.
10. Responsible for following all prescribed safety precautions when operating or working on fleet vehicles.

Education and Experience:

A high school diploma or GED equivalent to the completion of the twelfth grade is required. Must have experience working on diesel and gas engines. Ability to work unsupervised **and** as a team player is critical!

Special Requirements:

1. Possess a valid Commercial Drivers License CDL with air brake and passenger endorsements. Must maintain a current DOT physical card.
2. Possess a valid class seven (7) Pennsylvania Inspection License.
3. Comply with MCTA's drug and alcohol testing requirements.

Knowledge, Skills and Abilities:

1. Must purchase, maintain, and secure (their) own tools up to the size of an inch.
2. Must be able to perform safety inspections of all equipment.
3. Must have knowledge of vehicle electrical systems, reading schematics, and troubleshooting.
4. Must possess basic knowledge in welding and fabrication.
5. Must have basic understanding of computer diagnostics and testing procedures.

Physical Demand:

Hands-on skill training to subordinates and co-workers may require lifting, twisting, pushing, pulling, frequently exerting 100 lbs. or more force. Physically able to operate all facility and shop equipment to include but not limited to wheelchair lifts, hydraulic lifts, tire changers, automatic wash, and various other shop machinery.

Working Conditions:

Non-smoking, standard office environment. Safe operations and a hands-on approach to route/run management may place the employee on various vehicles, working in Dispatch,

or in the garage for assessment of operational challenges. Varying weather conditions may impede work areas.

Pay Type and Frequency:

Full-time, nonexempt, weekly.

Wage increases and overtime paid in accordance with the CBA.