



***This job posting will remain open until filled. Interested applicants can visit www.twintransit.org to complete a CDL position application. Please email your application and resume to hr@twintransit.org.*

Job Title: Mechanic

Classification

Non-Exempt

Salary Grade

2.0

Salary Range: \$48,000 - \$63,000/yr

Reports to

Fleet Manager

JOB DESCRIPTION

Summary/Objective

The Mechanic position safely provides preventative maintenance, diagnostic service, and repair service to all transit service vehicles.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs scheduled and unscheduled maintenance and repairs on all fleet vehicles and services vehicles for the organization
2. Assists with coordination and exchange of fleet vehicles inside service area for maintenance issues, accidents, incidents or other operational needs. Problem solves to provide replacement of damaged vehicle in timely fashion
3. Orders and purchases maintenance related parts, coordinates with vendors as required. Records purchases and inventory in RTO system
4. Makes daily vehicle assignments in coordination with operations team ensuring unique vehicle needs for service routes are accounted for
5. Responds to radio calls and/or employee inquiries regarding maintenance assistance
6. Assists with training and orientation of transit employees to new or existing vehicles
7. Collects operational data related to vehicle miles, route assignments, and service hours necessary for the National Transit Database (NTD) as well as other performance metric reporting requirements
8. Assumes other duties as assigned during times of declared emergency or other unique, unusual or unexpected situations

Competencies

1. Technical Capacity
2. Problem Solving
3. Teamwork
4. Communication
5. Technical Learning Agility

Work Environment

Work is regularly performed in a combination of office and shop environments and is regularly exposed to dust, odors, oil, fumes and noise.

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.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move tools, supplies or other objects, up to 50 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. However, the position requires overnight on-call duty and the ability to work during nonstandard hours when the need arises.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

High school diploma and 3 or more years of experience in a vehicle maintenance field. Some college course work or vocational training in a trade related field is preferred.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

Twin Transit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.