

Benzie Transportation Authority

**MECHANIC I**

<b>Pay Rate</b>	Based on experience	<b>FLSA Status</b>	Non-exempt
<b>Supervised by</b>	Operations Manager	<b>Supervises</b>	None
<b>Approved by</b>	Executive Director		

**General Summary:**

The Mechanic I's primary responsibility is to perform highly skilled service, diagnostic mechanical and repair work on buses, vans and related vehicles. The Mechanic I works toward a common goal of providing an efficient, cost effective, reliable fleet.

**Principle duties and Responsibilities:**

- Receives and completes work orders and repairs vehicles and equipment; records parts used, work completed and time spent on assignments.
- Coordinates with shop personnel to schedule repairs.
- Performs complex troubleshooting and repairs on a wide range of equipment; diagnoses equipment and vehicle malfunctions.
- Installs repairs and reconditions auxiliary and accessory equipment used on vehicles; maintains repairs and reconditions pumps, transmissions, differentials, distributors, hydraulics, electrical systems, cooling systems, etc.
- Use hand tools such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments, as well as power tools such as pneumatic wrenches, lathes, welding equipment, and jacks and hoists.
- Inspect brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operating condition.
- Adjust and reline brakes, align wheels, tighten bolts and screws, and reassemble equipment.
- Raise trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists.
- Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery.
- Test drives trucks and busses to diagnose malfunctions or to ensure that they are working properly.
- Examine and adjust protective guards, loose bolts, and specified safety devices.
- Attach test instruments to equipment, and read dials and gauges to diagnose malfunctions.
- Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, and pressure gauges.
- Inspect, repair, and maintain automotive and mechanical equipment and machinery such as pumps and compressors.
- Operate a variety of machines and equipment used in general mechanical repair and maintenance work.
- Requests parts for broken equipment.
- Performs necessary welding, body, fender and fabricating work on vehicle and equipment as needed.
- Ensures operations are carried out in a safe and efficient manner.
- Completes maintenance reports including maintenance activity, parts usage.
- Exhibits a positive image as a loyal representative of the Benzie Transportation Authority.
- Operates all types of vehicles used to transport occupants and possesses a Commercial Driver License applicable to all vehicles owned, operated, and serviced by the Benzie Transportation Authority.
- Familiarizes themselves with the geographic service area of Benzie County and surrounding area.
- Remains alert and exercises good judgment concerning emergency situations, abnormal driving conditions, and disabled vehicle.

## Benzie Transportation Authority

### **MECHANIC I**

#### **Principle duties and Responsibilities (continued):**

- Reports any and all accidents and damages immediately to Operations Manager.
- Informs Operation's Manager of any unusual incidents or circumstances during the course of their daily routine.
- Reports defective equipment to Dispatch using appropriate forms.
- Picks up parts from local vendors as necessary.
- Maintains a good rapport with all passengers, other drivers, supervisors, and office personnel.
- Attends all scheduled training sessions.
- Attends meetings as requested by the Operations Manager
- Complies with all policies and procedures of the agency.

#### **Knowledge, Skills, Abilities and Characteristics Required**

- Knowledge of local, state, and federal rules, regulations, ordinances, and laws relating to the operation and maintenance of assigned vehicles.
- Wears uniforms as provided and required by the Benzie Transportation Authority
- Must have a problem solving orientation, be willing to try new ideas and be flexible to change.
- Has excellent moral character and personal habits
- Dependable and possesses qualities of initiative, self-reliance and leadership.
- Neat, clean and professional in manner and appearance
- Enjoys working with all age groups and is sensitive to their needs.
- Emotionally stable
- Uses respectable language at all times

#### **Experience and Training**

- High school graduate or equivalent and four years of mechanic experience.
- Must possess a current Master Mechanic Certificate for the State of Michigan.
- Must meet Federal and State DOT drug/alcohol testing requirements.
- Willing and able to meet all physical, certification and licensing requirements/endorsements applicable to maintenance requirements as determined by the Benzie Transportation Authority.
- Must meet state and local physical examination requirements.

#### **Physical Conditions and Work Environment**

- Job duties involve an inherent risk of injury, even if normal precautions are taken.
- Physical Mobility – Ability to walk extended distances and climb stairs and ramps to access Authority and other work-related locations and facilities.
- Vision and Sight – Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Agility/Movement – Ability to lift, push, pull and manipulate vehicles, tools, equipment, supplies, and other objects often weighing upwards of 100 pounds