



**JOB TITLE:** Mechanic III  
**DEPARTMENT:** Maintenance  
**REPORTS TO:** Lead Mechanic  
**JOB LOCATION:** Denton, Texas

**LAST REVISION DATE:** 03/2020  
**JOB TYPE:** Full-Time  
**PAY TYPE:** Non-Exempt  
**HOURS:** Days, Nights, Weekends, Holidays as needed

**JOB SUMMARY:**

Performs repairs and preventive maintenance activities for the fleet. Evaluates, troubleshoots, analyzes, and tests transit vehicle systems to determine the nature and extent of defects. Repairs and replaces transmissions, front and rear end assemblies, power steering, braking mechanisms, electronic engine and equipment systems and controls, HVAC, airbrakes and hydraulic systems.

**JOB FUNCTIONS:**

***These duties are a general representation of the position; assignments may vary***

- Performs repairs for the fleet, including, but not limited to: replacing, repairing transmissions, front and rear end assemblies, power steering, braking mechanisms, electronic engine and equipment systems and controls, HVAC, airbrakes and hydraulic systems.
- Performs preventative and periodic maintenance inspections; diagnoses and ensures the timely and effective repairs problems identified during inspections.
- Advises supervisor immediately if additional work is needed, if work outlined is not needed, or if repairs cannot be completed within the promised time frame.
- Evaluates, troubleshoots, analyzes, and tests transit vehicle systems to determine the nature and extent of defects.
- Ensures that all vehicle condition reports are accurate and properly addressed.
- Assists in maintaining all maintenance records (e.g., work orders) in an “inspection ready” state at all times; and ensures repair orders are neat and accurate.
- Tracks all repairs in progress to ensure the timely and correct repair of vehicles for return to operations; and knows the maintenance status of all assigned vehicles at all times.
- Performs additional tasks as assigned.

**REQUIREMENTS TO PERFORM WORK**

***Essential Knowledge and Skills:***

- Ability to obtain/maintain, within three (3) months of hire, a minimum of a Class B valid Commercial Driver’s License (CDL) with Passenger (P) endorsement for public passenger transport valid within the State of Texas.
- Working knowledge of hand tools and equipment.
- Ability to perform major and minor repairs to engines, transmission, brake, and hydraulic systems.
- Ability to use computerized scanning equipment to aid in the diagnosis.



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- Ability to use diagrams and service manuals for troubleshooting.
- Ability to interact professionally with internal and external clients.
- Ability to communicate effectively in both the written and spoken form; uses appropriate grammar, accurate spelling and punctuation when communicating through written form; communicates effectively with internal and external customers.

**EDUCATION AND EXPERIENCE:**

- 3-5 years of experience working as a mechanic for a transit or similar type facility required
- High school diploma or GED equivalent preferred but not required
- Must be at least 21 years of age
- Technical training in a related field from a vocational school desired

**PHYSICAL REQUIREMENTS:**

***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.***

- Prolonged periods standing and walking.
- Able to bend, stretch, push, pull, and move as needed to reach, clean, and service machinery.
- Must be able to visually inspect machines.
- Must be able to lift and carry up to 75 pounds.

**WORK ENVIRONMENT:**

- Works indoors / outdoors and in inclement weather conditions such as rain, cold or hot temperatures, depending on the work locale.
- Are often exposed to hazardous situations, conditions, and equipment that result in cuts, bruises, or minor burns.
- Work inside enclosed vehicles, such as trucks, buses, and company compact cars / vans. Often work in cramped work spaces underneath buses or vehicles that require getting into awkward positions.
- Regularly wear protective gear, such as goggles or earplugs.
- Are exposed to contaminants, such as antifreeze and chemical degreasers, daily.
- Are exposed to sounds and noise levels that are distracting and may be uncomfortable daily.

**BENEFITS:**

- Medical: 100% Employer Paid for Employees / 80% Employer Paid for Dependents
- Dental / Vision: 100% Employer Paid for Employees / 80% Employer Paid for Dependents
- STD, LTD, Basic Life & AD&D
- 401K/Employer Match
- Additional voluntary benefits offered during enrollment