



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

LAST REVISION DATE: 11/2019
JOB TYPE: Full-Time
PAY TYPE: Non-Exempt
HOURS: Standard schedule, Nights, Weekends,
Holidays as needed

JOB SUMMARY:

Performs repair and preventive maintenance activities for the fleet. Evaluates, troubleshoots, analyzes, and tests transit vehicle systems to determine the nature and extent of defects. Assists with the repair and replacement of transmissions, front and rear end assemblies, power steering, braking mechanisms, electronic engine and equipment systems and controls, and hydraulic systems. Performs additional tasks as assigned.

JOB FUNCTIONS:

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

- Assists higher level mechanics with repairs for the fleet, including, but not limited to: replacing, repairing, and assisting with overhauls of heavy equipment systems such as engines, transmissions, front and rear end assemblies, power steering, braking mechanisms, electronic engine and equipment systems and controls, and hydraulic systems.
- Performs basic preventative and periodic maintenance inspections; diagnoses and ensures the timely and effective repair of 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 given 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” status 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 reports the maintenance status of all assigned vehicles upon completion.

REQUIREMENTS TO PERFORM WORK

Essential Knowledge and Skills:

- Working knowledge of hand tools and equipment.
- Ability to perform minor repairs to engines, transmission, brake, and hydraulic systems.
- Ability to use computerized scanning equipment to aid in the diagnosis.
- Ability to use diagrams and service manuals for troubleshooting.
- Ability to interact professionally with internal and external clients.



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- 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.
- Maintains a valid class C Driver's License.

EDUCATION AND EXPERIENCE:

- 1-2 years of experience working as a mechanic or related field.
- Must be at least 21 years of age.
- High school diploma or GED equivalent preferred but not required.
- Technical training in a related field from a vocational school desired.

COMPETENCIES:

The ideal candidate will possess the following attributes:

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|--------------------|---------------------|------------------|
| • Safety Acumen | • Communication | • Responsible |
| • Self-Leadership | • Critical Thinking | • Ethical |
| • Customer Service | • Trust | • Accountability |

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, ice, sleet and in cold or hot temperatures.
- 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.

As an employee of NTMC you are to adhere to all safety & security best practices, policies and procedures at all times while you are on DCTA property and inside DCTA vehicles. You are to report all



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incidents/accidents/ hazard and security situations immediately to minimize the risk of injury and property damage. _____

Initial

Employee Signature

Date