

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

LAST REVISION DATE: 05/2019
JOB TYPE: Regular Full-Time
PAY TYPE: Hourly
HOURS: Days, Nights, Weekends, Holidays

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. Replaces, repairs, and assists 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.

JOB FUNCTIONS (These duties are a representative sample; position assignments may vary)

- Performs 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 preventative and periodic maintenance inspections; diagnoses and ensures the timely and effective repair of any 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
- Maintains 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 knows the maintenance status of all assigned vehicles at all times
- Works with operations staff on resolving road calls
- Performs other duties, as needed

REQUIREMENTS TO PERFORM WORK

Essential Knowledge and Skills:

- Ability to obtain/maintain, within three (3) months of hire, a valid Commercial Drivers 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
- Ability to use diagrams and service manuals for troubleshooting
- Ability to interact professionally with internal and external clients

Education and Experience:

- 1-2 years of experience working as a mechanic required
- Must be at least 21 years of age
- High school diploma or GED equivalent required
- Technical training in a related field from a vocational school desired

The ideal candidate will:

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels