

Position Description For Mechanic

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Mechanic. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District (BTD) fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below his or her own.

POSITION:	Mechanic
SUPERVISOR:	Maintenance Director
LOCATION:	Central Operations, 1761 N. Earl Rudder Freeway, Bryan, Texas
JOB BRIEF:	The position of Mechanic is responsible for performing general mechanical duties, including vehicle p.m.'s and road calls.

ESSENTIAL FUNCTIONS

- General mechanical duties.
- Preventative maintenance.
- State safety inspections.
- Road calls.
- Complete paperwork after each assignment.
- Maintain professional customer/employee/supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI and safety policies and procedures.
- Switch vehicles out in the event of a mechanical breakdown, or for fueling purposes.
- Maintain confidentiality of information.

EDUCATION REQUIRED

- Equivalent to a high school education.
- Must possess or obtain a Class B CDL within the 120-day probationary period and maintain such throughout employment.

PRACTICAL EXPERIENCE

Two years general mechanical experience.

SUPERVISION RECEIVED

Daily supervision.

RESPONSIBILITIES

- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI and safety policies and procedures.
- Perform all duties as required in the essential functions
- All other duties as assigned.

APTITUDES REQUIRED This position requires the following levels of aptitudes:

Reasoning Development - must be able to apply common sense understanding to carry out simple one or two step instructions. Deal with standardized situations with occasional or no variables in or from these situations encountered on the job.

Language - must be at a level that would normally read at a rate of 95 _ 120 words per minute. Must be able to print simple sentences containing subject, verb and object. Must be able to speak simple sentences using normal word order, present/past tenses.

Math Development - must be able to add, subtract, multiply and divide.

PHYSICAL REQUIREMENTS

- Have constant need (66% - 100% of time) for standing, walking, grasping, gripping, and for finger dexterity.
- Have frequent need (33% - 66% of time) for bending, stooping, or squatting, pushing, pulling, and for reaching above shoulders.
- Have occasional need (1% - 33% of time) for sitting, climbing stairs, lying down, climbing ladders, typing, writing, and for driving or operating equipment.

LIFTING/CARRYING

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have frequent need (33% - 66% of time) to lift/carry 10 - 20 pounds.
- When occasions arise to lift 20 pounds or above, mechanic must request assistant.

VISION REQUIREMENTS

Have constant need (66% - 100% of time) to be able to see detail, and to see beyond arms length.

HEARING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to hear other personnel to communicate effectively.

SPEAKING REQUIREMENTS

Have constant need (66% - 100% of time) to be able to speak to other personnel to communicate effectively.

ENVIRONMENT- WORKING CONDITIONS

- Have constant need (66% - 100% of time) to work indoors, eye/hand/foot coordination, for exposure to fumes, chemicals, solvents, etc. as well as exposure to extreme temperatures.
- Have frequent need (33% - 66% of time) to work outdoors.
- Have occasional need (1% - 33% of time) to work in confined spaces.

OPTIMUM QUALIFICATIONS

The successful candidate should have at a minimum good English communication and must also meet the aptitude requirements listed in this description. Exceptional organizational required

I have read, understand and agree to perform the duties as outlined in this position description.

Employee's signature: _____

Date: _____

Supervisor's signature: _____

Date: _____

Applicant Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Mechanic for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Applicant Signature

Date

Employee Acknowledgment

I _____ acknowledge that I have received a copy of the position description for the Mechanic for Brazos Transit District. I further acknowledge that I have read the position description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this position. Based on the information provided me on the position description, I hereby attest to the following:

Yes _____ I can meet the minimum physical and mental requirements of the job as outlined on
No _____ the position description.

Other (Please explain):

Employee Signature

Date
