

JOB DESCRIPTION

Job Title: Class "B" Mechanic
Department: Maintenance
Reports To: Director of Maintenance
FLSA Status: Non-Exempt
Prepared By: Director of Maintenance
Prepared Date: 06/04/2013
Approved By: General Manager
Approved Date: 06/04/2013
Position: Full Time
Payroll: Hourly

NAME: _____

SUMMARY

Primary duties are to function as a Mechanic by providing repair, service, and Preventative Maintenance on all vehicles and equipment owned by Midland-Odessa Urban Transit in the manner prescribed in the MOUTD Maintenance Plan, and any other policies and procedures.

HOURS OF OPERATION

EZ-Rider's Maintenance Department hours of operation are 5:00 A.M. to 11:00 P.M. Monday through Friday and from 7:00 A.M. to 7:00 P.M. on Saturdays. Maintenance staff must be available to work shifts assigned during operational hours. Maintenance staff will be asked to participate in, and work hours outside the regular scheduled operating hours when MOUTD participates in and provides service for special events and projects. EZ-Rider's Maintenance Department operation schedule may change at any time to accommodate passenger service needs resulting from system changes, unforeseen events, special or emergency situations, and/or inclement weather. Employees are expected to monitor local weather conditions and take the appropriate amount of time needed to arrive for their shift to be on time in inclement weather situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must have a reliable means of transportation to and from work.
- Assists Class A Mechanics and Director of Maintenance with special projects and campaigns.
- Performs repairs requiring adjustments on all vehicles and equipment.
- Complies with all safety requirements and assists in training of Class C Mechanics.
- Ability to overhaul engines, vehicle systems and components with very limited/occasional need of supervision.
- Ability to troubleshoot all systems and identify problems using methods recommended by manufacturers, laptop and computer diagnostic software, and expedites repair of defects with very limited/occasional need of supervision.
- Perform preventative and unscheduled maintenance inspections with very limited/occasional need of supervision in the manner prescribed by the MOUTD maintenance plan.
- Ability to access service instructions and parts data in service and parts manuals and other information systems with very limited/occasional need of supervision.
- Maximize efficient use of vehicle repair parts and maintenance supplies.
- Performs all duties using the safest methods, ensures the proper use of all safety equipment and instructions and performs all duties as prescribed by the MOUTD Maintenance Plan and all other

safety rules, policies and procedures set forth by MOUTD's handbooks, manuals, training sessions, and communications.

- Evaluate quality and expedience of Class C Mechanics, and Helpers assigned tasks and reports such to the Director of Maintenance.
- Use welding equipment to make major repairs to and/or fabricate metal parts.
- Actively seeks out guidance and direction when unsure or unable to perform a repair or service.
- Performs brake service in accordance with manufacturer's specifications using techniques that are certified by a brake service certification program.
- Mechanics are responsible for securing tool boxes at the end of their shift, and the condition of their own tools, boxes, locks, and security mechanisms.
- Performs all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises Class C Mechanics, and helpers in regard to training and instruction on proper troubleshooting and repair methods when necessary or in the absence of Class A Mechanics. Class B Mechanics have no disciplinary powers whatsoever, all areas of discipline are reserved and vested to MOUTD Administration.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

- Ability to repair all vehicle components and systems, major and minor, without very limited/occasional need of supervision.
- Carry out repairs with very limited/occasional need of supervision or technical assistance.
- Good knowledge of use and care of all hand tools and test equipment.
- At least 3 years' experience in automotive mechanics with diesel engines preferred.
- Must possess Mechanic tools and tool boxes necessary for day to day duties.
- Makes prudent judgments following all company policies and procedures setting an example for all other employees in the Maintenance Department

EDUCATION and/or EXPERIENCE

Level 5: Associates Degree from a two year College or equivalent Trade school Certification; or three years related experience and/or training; or equivalent combination of both preferred.

LANGUAGE SKILLS

Level 3: Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals and the ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Level 2: Ability to add, subtract, multiple and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

REASONING ABILITY

Level 3: Ability to apply common sense to carry out instructions furnished in written, oral or diagram form. Must possess the ability to work through and manage problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSE, REGISTRATION

Must have a current Texas Commercial Driver's License minimum Class "B" with airbrake

Must have current refrigerant recovery certification as outlined by the E.P.A Clean air Section 609 Requirement

Must have brake service certification

Must possess a valid form of identification for employment and any other identification documentation as may be requested when allowed and or required by law.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job. The employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee may be on the side of roadways, exposed to traffic situations, near moving vehicles on public streets, highways and thoroughfares. The employee should always use any and all safety devices provided to maintain high visibility, uniforms with stripes, safety vests, cones, lights, flashers, triangles, flags, and such devices should be used as outlined in MOUTD policy, procedure and rule books, and in a manner consistent with the laws and rules regulating commercial drivers and traffic warning devices. Employees should keep safe distances at all times from traffic and give themselves an second clear route of escape from situations confined in traffic. It is the responsibly of the employee to use good judgment and common sense to actively create a safe work environment when on a road call, breakdown, or emergency situation that places them near moving traffic in the course of their duties.
- The employee must occasionally lift and/or move between 75-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is frequently exposed to assorted fumes or airborne particles and toxic or caustic chemicals; and exposed to vibrations and the risk of electrical shock. They may be exposed to outside weather conditions including wet and/or humid conditions, extreme cold or extreme heat.
- The employee may be on the side of roadways, exposed to traffic situations, near moving vehicles on public streets, highways and thoroughfares. The employee should always use any and all safety devices

provided to maintain high visibility, uniforms with stripes, safety vests, cones, lights, flashers, triangles, flags, and such devices should be used as outlined in MOUTD policy, procedure and rule books, and in a manner consistent with the laws and rules regulating commercial drivers and traffic warning devices. Employees should keep safe distances at all times from traffic and give themselves an second clear route of escape from situations confined in traffic. It is the responsibly of the employee to use good judgment and common sense to actively create a safe work environment when on a road call, breakdown, or emergency situation that places them near moving traffic in the course of their duties.

- The noise level in the work environment is usually moderate but can be loud.

EMPLOYEE STATEMENT OF AGREEMENT

By signing this job description, I state that I can perform the essential duties and responsibilities listed. This job description should not be interpreted as an employment contract, but rather a description of duties and skills required. Should at some point in time I become unable to perform these duties, it is my responsibility to contact my immediate supervisor in writing. If I feel like I need any reasonable accommodations to perform the duties of my job, I will list them here:

General Manager

Date

Employee Signature

Date

Supervisor Signature

Date

(The original signed job description shall be placed in the employee's personnel file, and a copy shall be given to the employee.)