



**PTM of Boise
JOB DESCRIPTION**

Job Title: Mechanic
Department: Maintenance
Reports To: Director of Maintenance
Subject to Collective Bargaining Agreement

FLSA Status: Non-Exempt
Prepared Date: 06/12/14
Amended Date: 07/17/14
Employment Type: Employee

Summary

Perform skilled minor and medium level pneumatic, hydraulic, mechanical and electrical work in the diagnosis, maintenance and repair of revenue and non-revenue vehicles. Under the general supervision of the Director of Maintenance who provides general instruction on routine work, detailed instructions on new assignments.

Essential Duties

- Complete preventive and corrective maintenance for both revenue and non-revenue vehicles.
- Complete work orders on all vehicle repairs, ensuring the accurate reflection of hours worked, parts used and work performed.
- Works with tools, including but not limited to, the multimeter, laptop, computer, ProLink, Snap-on Solis, Cummins Insite, Dearborne programs
- Performs diagnostic analysis, inspection, testing, preventive maintenance and repair of all electronic, hydraulic, pneumatic and mechanical-related systems and components on revenue and non-revenue vehicles.
- Perform repair and replacement of non-major mechanical and electrical, hydraulic, pneumatic mechanical and brake components.
- Submit parts requests as needed.
- Repair minor body damage and related activities.
- Assist other employees as needed by working together as a team.
- Travel to failed vehicle locations and perform on-street repairs as required.
- Efficiently trade-out vehicles and assist with road-calls when necessary.
- Maintain a clean, well-organized and safe work shop area.
- Perform work safely in accordance with departmental safety procedures. Operate equipment safely and report any unsafe work condition or practice to supervisor.
- Read and obtain a thorough knowledge and understanding of the Employee Handbook, the Policies and Procedures Manual, and the Collective Bargaining Agreement and abide by them in the performance of duties.
- Treat all ValleyRide employees in a respectful, professional manner.

Non Essential Duties

- Perform other related functions as assigned or apparent.

Education and/or Experience

High school diploma or GED. Three year's experience repairing and maintaining transit vehicles.

Other Qualifications

Able to understand service manuals and inspect, repair, and service engine components using a variety of tools. Must have the ability to communicate diagnostic information, read schematics, and troubleshoot electrical problems. Must possess the [ability to communicate](#) both verbally and in written form to Maintenance staff and co-workers. Must supply own basic hand tools needed to perform routine fleet maintenance tasks. Knowledge of safety rules and precautions related to the use of tools, vehicles and equipment.

Certificates, Licenses, Registrations

Possess a valid Class B CDL with airbrake and passenger endorsements. Must pass a DOT physical examination certifying the ability to perform safety-sensitive functions. Must pass pre-employment drug test and criminal background

investigation. Must have the ability to obtain the H4 & H8 ASE certifications in the transit field within one year of obtaining the Mechanic position.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Teamwork Skills

Possess good teamwork skills and the ability to effectively communicate with all employees. Ability to work and get along well with others.

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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 are performed in both a shop environment and outside in various weather conditions, including extreme heat and cold. Work is performed on ladders, around moving vehicles, heavy equipment and machinery with moving parts, under wet/slippery conditions and around other safety hazards. Incumbents may be exposed to a humid or dry atmosphere, intermittent loud noise and vibrations, dust, fumes, odors, smoke, gases, grease, oils, electrical energy, high pressure compressed natural gas and toxic and/or caustic chemicals. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud.

This position description in no way states or implies that these are the only duties/functions to be performed by the incumbent. Employees will be required to follow any other job-related instructions and to perform any other job-related duties/functions requested by their supervisor. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

***The ASE mandate included in this job description will only apply to mechanics hired after 6/12/2014.**

I hereby certify that I have read and understand my job description. In addition, I accept the responsibilities of this position and acknowledge that I have received a copy of my job description.

Employee Signature

Date

Employee Printed Name

**PTM of Boise is an Equal Opportunity/Affirmative Action Employer.
We actively promote a Drug-Free Workplace.**