

ALLEN COUNTY REGIONAL TRANSIT AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

Page 1 of 4

Employee Name:		Position Title: Service Technician	
Class Title:	Service Technician		
Dept./Div.:	Transportation/Maintenance	Employment Status:	Full-time
Reports to:	Maintenance Manager	FLSA Status:	Non-exempt
Normal Hours:	Varies	EEO Status:	(6) Craft Workers

POSITION SUMMARY: Under the direction of the Executive Director/Operations, the Service Technician diagnoses, troubleshoots, and performs tune-ups, services, and p.m.'s. The Service Technician for the ACRTA will be responsible for maintaining all ACRTA vehicles, Diesel vehicles, buildings, and grounds along with all vehicles under service contract. Under 30 hours is considered part-time, over 30 is full-time.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); minimum of two (2) years' experience in the diagnosis, repair and maintenance of bus HVAC systems is desirable; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Class B Driver's License with passenger and airbrake endorsements within 90 days' time of hire.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Computer; computer software (e.g., Microsoft Office, Outlook, NapaProLink, Fleet Maintenance Pro, and other applicable computer software, etc.); auto lift; transmission and engine jack or lift; tire machine balancer; welder; auto diag scanner; hand tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works on or around powered platforms and/or vehicle mounted platforms (e.g., manlifts, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 75 db (e.g., air chisel, impact wrench, cutoff tools, tire machine, tire inflator, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., tire machine, vehicle lifts, transmission jack, vehicle jacks, engine lift, impact wrenches, etc.); is exposed to possible injury from explosions; uses or works in proximity to the use of firearms; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; has exposure to hazardous driving conditions; has exposure to shaking objects or surfaces;

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

Developed by:

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Clemans, Nelson & Associates, Inc.

Date Revised:

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Page 2 of 4

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In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 30% (1) Performs routine preventative maintenance inspections on passenger buses, vans and equipment; diagnoses, troubleshoots and determines the extent of necessary repairs; performs overhauls, repairs and/or adjustments on a variety of diesel, gasoline, transit passenger buses, vans and shop equipment; performs diagnosis and repair of wheelchair lifts and ramps, fare boxes, destination sign systems, lighting systems, drive motor and generators, and gearboxes; troubleshoots, repairs, or installs and performs preventative maintenance on transit passenger buses, vans and vehicles; troubleshoots, repairs, or installs and performs preventative maintenance on transit passenger buses, vans and vehicles.
- 25% (2) Replaces a variety of interior and exterior body parts such as bumpers, body panels, glass, doors, fare boxes, bicycle racks, seats, and destination sign systems, repairs both interior and exterior body parts and panels;
- 20% (3) Repairs and reconditions electrical systems, performs valve adjustments, tune-ups, tests and repairs starters. Recharges batteries; repairs and replaces such other components as generators, distributors, relays, lights and switches, and various other electrical components; diagnoses, relines and adjusts air and hydraulic brake systems, diagnoses and repairs axles and attachments.
- 10 % (4) Maintains paper and electronic records of preventative maintenance, time, materials, parts and work performed. Drives vehicles to and from service bays; responds to road calls, performs bus exchanges; may be required to perform work in the field.
- 10 % (5) Maintains shop and cleans up after working on specific assignments; mop, sweep, pick up debris, pressure wash and scrub floors with the use of a pressure washer and floor scrubber; may work on heavy diesel equipment and overhauling auto transmissions.
- (6) Maintains required licensures and certification, if any.
- (7) Attend Community meetings and perform as assigned by the Operations Director; attends professional training, workshops, as necessary.

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(8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

5 % (9) Demonstrates regular and predictable attendance.

(10) Performs other related duties as assigned or directed in order to promote, further, and ensure the effective and efficient operations of the Allen County Regional Transit Authority.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: safety practices and procedures; agency goals and objectives;* agency policies and procedures;* personnel rules and regulations; radio operations; cleaning practices and procedures; bus operation and inspection; maintenance, and repair; vehicle maintenance and repair; maintenance, and repair; heating, ventilation, and air condition; basic methods of mechanics and mechanic tools and equipment; bus and/or heavy truck mechanical, fuel, ignition, electrical and cooling systems and their repair and adjustment; operation and care of internal combustion engines, equipment chassis and parts; HVAC and various Cummins ISL, diesel and gasoline engines; oxy-acetylene and electric welding, fabrication equipment and their operation; computerized management systems; methods and procedures of safe handling and disposing of hazardous materials, and safety practices and procedures used in the operation of hand and power tools.

Skill in: English, grammar, and spelling; operating of buses; motor vehicle operation; operation of radio equipment, etc.

Ability to: step up and down bus steps; lift up to 50 pounds; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and records figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; maintain confidentiality; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; work varies hours; develop and maintain effective working relationships; Computers and diagnostic scanners to aid in the diagnosis of problems used in the overhaul, repair and adjustment of motor equipment; make mechanical repairs to a variety of automotive and truck equipment; operate automotive and machine shop tools such as lathes, drills, presses, grinders, reamers and brake relining machines; accurately diagnose mechanical, electrical and computer-related trouble; utilize computer diagnostic

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tools; read, write, and communicate in English at the appropriate level to comprehend and follow instructions; perform simple and repetitive tasks; maintain a work pace appropriate to a given work load, maintain work, time, material, repair and parts records and perform complex and varied tasks as assigned; assist other mechanics in the performance of mechanical repairs as required; make decisions/evaluations without immediate supervision; diagnose multiplex wiring systems including read ladder logic tables; travel to and gain access to work site; resolve complaints; to prepare records and reports.

POSITIONS DIRECTLY SUPERVISED:

None.

(Signature of Appointing Authority)

(Date)

(Printed Name of Employee)

(Date)

(Signature of Employee)

(Date)

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