

ALLEN COUNTY REGIONAL TRANSIT AUTHORITY

An Equal Opportunity Employer

POSITION DESCRIPTION

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Employee Name:

Position Title: Transit Mechanic

Class Title: Transit Mechanic

Dept./Div.: Transportation/Maintenance

Employment Status: Full-time

Reports to: Maintenance Manager

FLSA Status: Non-exempt

Normal Hours: Varies

EEO Status: 07 – Skilled Craft Worker

POSITION SUMMARY: Under general direction, diagnoses, troubleshoots and performs tune-ups, services and major mechanical repairs. The Mechanic is 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) or trade school, associate degree preferred; minimum of four (4) years of experience performing mechanical maintenance and repair work on buses, heavy equipment and/or vehicles as a journeyman mechanic. Experience in 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 driver's license and maintain a driving record, must be bondable; a valid Class B CDL with airbrakes and passenger endorsements within 90 days' time of hire.

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

Motor vehicle, hand tools, power tools, loader, various fleet trucks, welders, mechanical hand tools, power tools, diagnostic equipment, etc.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Works in the vicinity of floor or wall openings, elevated platforms, and/or runways;; ascends and/or descends ladders, stairs, or scaffolds; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); 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 85 db; 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 due to unclean or unsanitary conditions; 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; 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; works second shift, third shift and irregular hours; works rotating shift.

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

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.

Developed by:

Clemans, Nelson & Associates, Inc.

Date Adopted: 8/13/2024

Columbus, Ohio 43219

Date Revised:

4875-8245-1897, v. 1

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

35% (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; troubleshoots, repairs, or installs and performs preventative maintenance on transit passenger bus, vans and vehicles.

25% (2) Diagnose, repair or replace components including new and rebuilt engines, transmissions, differentials, air-conditioning systems, and compressors; performs diagnosis and repair of wheelchair lifts and ramps, fare boxes, destination sign systems, lighting systems, drive motor and generators, and gearboxes; diagnoses, relines and adjusts air and hydraulic brake systems; diagnoses and repairs axles and attachments.

15% (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.

10% (4) 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.

5% (5) Performs basic machine shop work; steam cleans parts and equipment; 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.

5% (6) Maintains paper and electronic records of preventative maintenance, time, materials, parts and work performed. Drives vehicle to and from service bays; responds to road calls, performs bus exchanges; may be required to perform work in the field.

(7) Maintains required licensures and certification, if any.

(8) Attend Community meetings and perform as assigned by the Operations Director; attends professional training, workshops, as necessary.

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

OTHER DUTIES AND RESPONSIBILITIES:

5 % (10) Demonstrates regular and predictable attendance.

(11) 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 safety rules and regulations.*; 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; heavy equipment and fleet vehicle maintenance and repair, etc.

Ability to: use 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 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; prepare records and reports.

POSITIONS DIRECTLY SUPERVISED:

None.

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(Signature of Appointing Authority)

(Date)

(Printed Name of Employee)

(Date)

(Signature of Employee)

(Date)

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4855-9197-7146, v. 1