



JOB DESCRIPTION

Job Title: Mechanic's Assistant (Mechanic's Helper)
Department: Maintenance
Reports To: Maintenance Manager / Maintenance Supervisor / Designee
FLSA Status: Non-Exempt / Hourly

Summary: Under the supervision of the Maintenance Manager / Maintenance Supervisor, or designee, assistant mechanics help mechanics in performing skilled maintenance and repair of MTA vehicles and equipment, and assist in the operation and maintenance of the Mechanics' shop.

Duties:

1. Fuels all MTA vehicles daily.
2. Checks and maintains all vehicle fluid levels daily.
3. Drains coach air tanks daily.
4. Maintains accurate fuel logs, including daily inventory reconciliation.
5. Cleans shelters and maintain as needed.
6. Cleans shop as needed.
7. Helps with PM inspections as needed.
8. Maintains schedule displays at shelters, benches and selected bus stop signs.
9. Posts holiday and other notices as required.
10. Under supervision of a mechanic or the mechanic supervisor, an assistant mechanic helps mechanics as needed, including but not limited to:
 - a) preventative maintenance and safety inspections;
 - b) maintenance and repair of MTA's buses and/or related equipment;
 - c) repairs on automatic and power shift transmissions torque converters and related components
 - d) Rebuilds, repairs, and adjustments of hydraulic pumps, cylinders, control valves and related components
 - e) repairs of brake systems, relines, rebushes and rebuilds of scam brakes, brakepots, R valves and related parts such as hardware and springs
 - f) repairs and diagnosis of electrical systems, starters, generators, regulators, gauges, relays, switches, and vehicle computers
 - g) repairs of drive lines, rear ends, U joints and yokes
 - h) repairs of power and assist steering systems, boxes, pumps, valves, tie rod ends, drag links, king pins and bushings and front-end alignment
 - i) rebuilds and overhauls of gas and diesel engines
 - j) repairs of air conditioner systems
 - k) body and fender work, including welding, cutting, painting, sanding, fibreglassing, caulking and other related procedures
 - l) routine lubrication and oil changes and other related duties
 - m) Maintaining files and records of individual vehicles
 - n) Repairing equipment in the field as necessary
11. Performs other duties as assigned.

Qualifications & Required Skills:

1. Must possess ability to obtain and maintain a Class II California driver's license and a good driving record with DMV
2. Must pass a D.O.T. Class II driver's Physical Exam, Physical Performance Evaluation and Pre-Employment Drug Testing
3. Must be at least 18 years of age
4. Must be able to operate all MTA vehicles safely
5. Must be able to follow safe work practices with fuels, chemicals and tools required to perform the job duties
6. Must be able to maintain accurate records
7. Must be able to follow instructions and work effectively with limited supervision
8. Must be able to safely and properly use mechanic's basic hand tools and carpenter's basic tools
9. Must be able to lift up to 50 lbs occasionally without assist, and up to 25 lbs frequently.
10. Must be able to work consistently in a loud, noisy work environment with heavy equipment.
11. Must be able to read, write and communicate effectively and professionally in English.
12. Must be able to use computers, related software and office equipment, and able to use software for vehicles and mechanical diagnosis.
13. Must be reliable and prompt and able to arrive on time consistently, on a 40 hour per week schedule, or as assigned.
14. Able to take orders and operated independently when assigned tasks.

Wages:

Are negotiated pursuant to a Collective Bargaining Agreement. Wages are set out annually in a salary matrix.

Selection Process:

A completed MTA employment application must be submitted to MTA at 241 Plant Road, Ukiah. This position is open until filled.

Applications will be reviewed and interviews scheduled by phone.

All assistant mechanics are required to have a Physical Examination, a physical performance evaluation, and a pre-employment drug test. Random alcohol and drug tests are performed. Positive test results will be reason to disqualify applicants from hiring and be sufficient for immediate termination or other forms of discipline.

Benefits:

Benefits and leaves, holidays and retirement are negotiated and set out in the Personnel Policies and Collective Bargaining Agreement [CBA], and my change. Currently as of 2017, the following benefits are offered:

Medical, Dental, Vision and Life insurance are provided for full-time employees. Employees may also purchase coverage for dependents at their own cost.

Employees of MTA are covered by the California Public Employees Retirement System (CalPERS). MTA does not participate in the Social Security System. A voluntary deferred compensation program is also available.

Holidays are set out annually.

This position is a member of a bargaining unit. Under the terms of the current CBA, MTA provides for a regular progression of salary increases. Annual cost of living increases may also be granted.

Location & Hours:

Shop hours run from 8:00 a.m. to 5:00 p.m. and as needed.

Probationary Period:

Regular status is subject to successful completion of an eight-month probationary period.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age or disability.