



Mechanic

Non-Exempt

Part Time

Locations: Central

Job Description as of 8.2019

Salary: As determined by qualifications

Hours: Monday through Friday, Saturdays as needed Hours TBD

Benefits: Part time benefits apply

Responsibilities:

Under the guidance of the Director of Operations, the Mechanic will coordinate the Central fleet maintenance, which includes gas and diesel vehicles, and ensure overall safety. This position schedules, performs and monitors fleet repairs, preventative maintenance and maintains proper vehicle records. The goal of this position is to ensure the highest level of safety for Virginia Regional Transit and Virginia Rides passengers.

Essential Functions:

- Coordinate and perform routinely scheduled maintenance on gas and diesel vehicles such as inspections, oil changes and tire rotation for the Central fleet
- Diagnose and perform repairs in accordance with the vehicle maintenance/repair procedures
- Respond to disabled fleet vehicles as necessary such as onsite repair, arranging towing, etc.
- Coordinate outsourcing of repair/warranty work when necessary
- Conduct routine inspections (interior & exterior) for damage and/or repairs
- Order and maintain parts and supplies for general maintenance
- Maintain accurate repair and general maintenance records of regions' vehicles on a regular basis
- Install, program, and remove various electronic components such as two-way radios, GPS, and cameras
- Perform minor bodywork as necessary
- Ensure compliance with all federal, state and local vehicle regulations
- Perform air conditioning maintenance and service annually and as needed
- Track vehicle warranties and maintain corresponding documents to uphold warranties
- Track annual state inspection and emissions stickers to ensure every vehicle is properly tagged with required stickers to comply with the Department of Motor Vehicles regulations
- Assist with vehicle purchase specifications, vehicles deliveries and disposal of retired vehicles
- Coordinate bus wrap installation / removal with selected contractors
- Compile vehicle repair orders and review orders for accuracy on a monthly basis
- Operate snow removal equipment when necessary

Secondary Functions

- Fuel vehicles and / or operate bus washer as needed
- Maintain business partnership with vendors
- Some travel required during the work day
- Other duties as assigned

Education/Training:

Minimum of High School Diploma or GED required. Minimum of 5 years' experience in bus/auto repair and maintenance required. Certification of Automotive Service Excellence or equivalent preferred.

Knowledge, Skills and Abilities:

Must be familiar with all aspects of vehicle operation and understand the function of the major components and systems. Have good diagnostic skills to analyze problems. Ability to perform major repairs to gas and diesel motors and various vehicle types such as buses, vans and cars.

Maintain acceptable driving record with CDL class B license with a passenger, airbrake and school bus endorsement (or ability to obtain CDL with endorsements within 90 days). Must be able to communicate effectively and professionally with employees and managers.

Physical Demands/Work Environment:

As a normal function of the job, the employee will frequently kneel, push, grasp, pull, bend, stoop, walk for short distances, and climb entrance steps. The employee occasionally works in extreme outside weather conditions. The employee is exposed to wet and/or humid conditions, toxic or caustic chemicals/fumes, and moving mechanical parts and vibration. The noise level in the work environment can be loud at times. The employee must occasionally lift and/or move parts over 75 pounds.