



REGIONAL TRANSPORTATION AUTHORITY
NOTICE OF JOB VACANCY – EXTERNAL/INTERNAL POSTING
An Equal Opportunity Employer M/F/D & A Drug/Alcohol Free Workplace

Date Posted: 1/20/2008

Job Posting #: 2008-02

Deadline: Open Until Filled

Job Title: Vehicle Maintenance Technician (Mechanic I)

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane / As Assigned

Type of Opening: Full Time

Grade: 56

Hourly Rate: \$12.63

General Information: The Corpus Christi Regional Transportation Authority is looking for a qualified individual to fill the position of Vehicle Maintenance Technician. To apply for this position submit an application to the RTA Human Resource Department located at 5658 Bear Lane, Corpus Christi, Texas 78405 or fax at (361) 289-2765 or e-mail at eellerbe@ccrta.org by the deadline listed above.

General Summary: Working under direct supervision of the Mechanic Supervisor, performs a variety of inspection and repairs to engine, transmissions, air conditioning and heating systems, electrical hydraulic systems, suspension, air brakes and steering systems to maintain all fleet vehicles in good working order. Position also requires working along with other mechanics in major repairs and overhauls. Also performs state safety inspections as required by the Texas Department of Public Safety to ensure RTA is in compliance with state and federal regulations.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Performs Preventative Maintenance inspections using checklists.
- Performs general mechanical repairs including, but not limited to, engine tuning, removing and replacing units such as headlights, generators, alternators batteries, voltage regulators, etc.
- Performs state inspections.
- Raises equipment using jacks, hoist stands, or other available equipment using proper safety procedures.
- Assists other mechanics in: removing, disassembling, and reassembling units and components to be repaired such as engines, transmissions, differentials, etc.
- Assists in major mechanical repairs.
- Makes service road calls to troubleshoot problems and make minor on-site repairs and, as required, tow disabled vehicle back to shop for repair. Completes road testing of vehicles, as required.
- Independently diagnoses and repairs all defects on vehicles under the supervision of a Mechanic Supervisors.
- Completes all required reports and records in a timely and accurate fashion.
- Maintains work area in clean and safe working condition, which includes clearing floors and work surfaces of trash and debris, putting up working materials and equipment, and cleaning up spills.
- Maintains a dependable attendance record.
- Complies with Regional Transportation Authority policies and procedures.
- Establishes and maintains effective professional working relationship with those contacted in the course of work.
- Wears personal protective equipment and complies with safety regulations.
- Maintains confidentiality and interacts with others in an effective professional manner.
- Performs other duties as assigned.

Qualifications include:

Knowledge of:

- Vehicle maintenance and repair principles, procedures, methods, and techniques;
- Testing equipment and/or specialized tools;
- Standard safety procedures and precautions;
- Demonstrated superior verbal and written communication skills;
- Demonstrated problem solving skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Complete an assigned job;
- Work independently on the change, repair and adjustment of components or systems;

- Pass examination administered by the Texas Department of Public Safety to become a licensed and certified State Vehicle Inspector;
- Accurately complete repair records;
- Good manual dexterity, visual and hearing acuity;
- Comply with local traffic, DOT and FTA regulations concerning operation of RTA vehicles and adherence to safety sensitive position;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before, during or immediately after an emergency as required as part of the RTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Communicate effectively both verbally and in writing;
- Willingly foster a positive work environment;
- Understand and follow oral and written instructions; and
- Comply with Regional Transportation Authority policies and procedures.

Skills:

- Read and interpret service and instruction manuals; and
- Proficiency in computer database application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associate degree from 2-year college and/or enrollment in a post-high-school, RTA-approved, accredited vehicle mechanic trade program.
- **Experience:** Minimum two (2) years of directly related experience in general mechanic repairs including electrical and air-conditioning repairs and engine overhauls.
- **License or certificate:** Must possess a valid Texas Driver's License and be able to obtain, within 60 days of hire, and maintain a Class B CDL with the appropriate endorsements to operate a bus in service.
- **Other Requirements:** Must be at least 21 years of age. Any job offer and continued employment is contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol screen and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years. Must possess own hand tools. Extensive paid training provided for advancement to Journeyman Mechanic.

Working Conditions and Physical Requirements:

While performing the duties of this job the employee will predominantly work in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts; high, precarious places, and high noise levels. Employee will work in an environment where there is risk that they will be exposed to chemicals and fumes. Shift work including nights, holidays and weekends is required. Average amount of overtime and extended work hours are required. Work assignments are based on seniority. The noise level in the work environment is moderate to high. Requires strong mechanical ability. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & marginal functions require the ability to bend, kneel, squat, and twist safely. Work requires the ability to lift up to 60 lbs. Machinery and tool operation requires the use of safety equipment to include but not limited to, eye safety glasses and work boots.

NOTE: The above statements are not a complete list of all the duties and skills performed in this position.

Basis of Rating: Panel Interview and Skills Testing

It is RTA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. To request an ADA accommodation regarding employment, please contact the Director of Business Development and Compliance or the Manager of Human Resources.