CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

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JOB POSTING – #2016-33
CLOSING DATE: 09/21/16

Job Title: Garage Service Technician

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane

Department: Vehicle Maintenance **Grade:** 12

Reports To: Garage Service Supervisor

Pay Grade: $13.32 - $20.64 (min. – max.)

General Summary: Works under the direct supervision of the Garage Service Supervisor, performing a variety of maintenance activities to ensure general maintenance, cleanliness, detailing and servicing of RTA Transportation vehicles/fleet. Garage Service Technician will also assist in the performance of 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:

- Washes exteriors of assigned vehicles, either manually or by running through automated bus wash as weather or other conditions may dictate.
- Cleans and details vehicle interiors by removing trash, sweeping, mopping, waxing floors, removing graffiti, assuring all areas including driver's area, dash, seats, floors, windows, window seals, door areas, railings, mirrors, lights, and steering wheel are checked and properly maintained, checking for, removing or replacing operator trash bags and schedules.
- Responsible for fueling all assigned vehicles.
- Checks fluid levels of vehicles and adds, as required, fuel, oil, water, coolant, and/or washer, transmission, power steering, and brake fluids, recording amount of each material added.
- Checks wipers and wiper operations, headlights, signal lights, tail lights, brake lights, tire pressures and tread depths, checks for evidence of oil or other fluid leaks, recording any malfunctions or defects found for notification to Vehicle Maintenance shop.
- Drive vehicles through fueling stations and washers; moves and parks vehicles.
- Makes road calls and assists by driving relief vehicle to road call site and hauling disabled vehicle back to the shop for repairs.
- Reports accidents and incidents to lead/supervisory personnel as they occur, promptly completing all reporting documentation.
- Maintains work area in clean and safe working condition, emptying trash containers, putting up cleaning materials and equipment, cleaning up spills, and cleaning bus wash area.
- Uses all equipment, tooling, and machinery in an appropriate and safe manner, identifying and reporting all such equipment that is broken, damaged, or unsafe.
- Completes all required reports and records in a timely and accurate fashion.
- 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.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Knowledge of materials, equipment, and methods for cleaning vehicles, checking for proper fluid levels and operational/functional defects;
- Basic literacy abilities in order to use checklists, maintain vehicle records, and mix/use cleaning solutions and materials properly and safely;
- Standard safety procedures and precautions;
- Demonstrated verbal and written communication skills; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Comply with local traffic, DOT and FTA regulations concerning operation of RTA vehicles and adherence to safety sensitive position;
- Operate a bus, a truck, occasionally a forklift, and a motorized industrial sweeper and scrubber;
- 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:

- Basic oral and communication skills; and
- Effective interpersonal skills.

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: High school diploma or GED.
- Experience: Minimum one (1) year experience in detailing or gasoline service station attendant.
- License or certificate: Must possess a valid Class C Texas Driver's License.
- Other Requirements: Must be at least 18 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.

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. Overtime and extended work hours are required. The noise level in the work environment is moderate to high. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold, and carry items, bend, kneel, squat, and twist safely. Work requires the ability to lift up to 50 lbs and store at shoulder height or higher. Machinery and tool operation requires the use of safety equipment to include but not limited to, eye safety glasses and work boots.