



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB DESCRIPTION #2019-21**

EXTENDING CLOSING DATE: 9/30/2019

Job Title: Vehicle Maintenance Technician (Trainee)

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane

Department: Vehicle Maintenance

Reports To: Mechanic Supervisor

Grade: 16 Salary: \$16.67 HR

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.

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, voltages regulators, etc.
- 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.

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:

- 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;
- 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. Trainee will be required to sign-up for the Journeyman Program with Del Mar College, if no Associates degree is possessed.
- **Experience:** Minimum two (2) years of directly related experience in general mechanic repairs including electrical and air-conditioning repairs and engine overhauls. Previous Body Shop experience strongly preferred. Experience learned via an accredited program or vehicle mechanic trade program is preferred.
- **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 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. 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.