

Transit Vehicle Technician



Position Description

Status

Full-Time, Nonexempt

Reports to

Transportation Director

Compensation

B22

Supervises

None

Bargaining Unit

GELC General Unit

Position Category

Specialist

Summary

Under the supervision of the Executive Director of Services, is responsible for the maintenance of the vehicle fleet maintained by Public Transit and other County vehicles as assigned. Performs a wide range of maintenance and mechanical repair activities on vehicles and shop equipment.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position serves as a coach and mentor for other positions in the department.

1. Oversees the record keeping system of the garage, including the maintenance records on all vehicles and the warranty records. Ensures vehicles have warranty work properly completed.
2. Orders and maintains inventory for all supplies, parts and equipment.
3. Assists in researching and writing specifications for new vehicle and equipment purchases.
4. Performs regular scheduled preventative maintenance, diagnostics, repair and troubleshooting on vehicles.
5. Inspects and repairs malfunctioning equipment.
6. Inspects, maintains and repairs wheelchair lifts. Trains others as needed.
7. Schedules vehicle repairs that cannot be done in-house.
8. Installs communication and surveillance equipment
9. Makes road calls for tire changes, wheelchair lift and other repairs.
10. Develops specifications for new transit vehicles, prepares orders and conducted new vehicle inspections at the dealer or manufacturing facility.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a garage environment. Works in cramped body positions and confined spaces to perform cleaning tasks, maintenance and repairs. There is a risk of exposure to: solvents, degreasers, cleaning fluids, other chemicals, loud noise, oil and petroleum products, equipment where risk exists of getting burned, bruised or scraped and toxic fumes. Slippery walking surfaces may also exist

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the work environment; operate a computer and other machinery and tools; and move or transport equipment or other items. This is very physical position requiring the ability to carry tool boxes, parts and equipment weighing up to one hundred (100) pounds. The ability to squat, stoop, crawl, reach overhead, lift, push and pull are all required. Prolonged periods of standing is also necessary.

Travel

Travel is required to access County buildings and other locations to perform necessary road side assistance. Occasional overnight travel for conferences and vehicle inspections.

Required Education and Experience

1. High School Graduation or equivalent.
2. Four (4) years of experience in vehicle maintenance, including fleet maintenance and auto/truck repair.
3. Certified by the State of Michigan as an Auto Mechanic.
4. Possession of a valid Michigan driver's license. Subject to random Drug and Alcohol testing required.

Preferred Education and Experience

1. Certified by the State of Michigan as a Master Auto Mechanic.
2. Coursework in automotive technology.
3. Experience in transit bus maintenance.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____