**JOB DESCRIPTION**

**Job Title**
Transit Service Technician

**Supervisor’s Title**
Director of Maintenance/Mechanic Foreman/Lead Mechanic

**Department**
Vehicle Maintenance

**Grade**
T5

**Date Prepared**
1/5/07

**FLSA Status**
Non-exempt

**Date Revised**
5/2013

**POSITION PURPOSE**
Performs routine and minor repairs and preventative maintenance on RFTA buses and automotive equipment. This includes removing, repairing, and replacing parts and components as necessary, while using tools and equipment in a safe and professional manner. Provides varied support to the Operation Department.

**ESSENTIAL DUTIES**

1. Operates vehicles while in strict compliance with RFTA policies, directives, and procedures and all Federal and Colorado traffic laws and regulations.

2. Performs routine maintenance and general repairs on transit equipment and support vehicles, primarily focusing on tire replacement, brakes, minor repairs and adjustments, replacement of body panels, and seasonal equipment switchover.

3. Conducts accurate and professional SGR inspections. Performs regular preventive maintenance on buses and automotive equipment following established procedures and policies which includes RFTA required as well as Department of Transportation (DOT) inspections.

4. Troubleshoots vehicle systems on a limited basis, accurately identifying causes of maintenance problems. Recommends and performs subsequent repairs.

5. Assists in the maintenance of vehicles utilizing alternative propulsion technologies and fuels including Compressed Natural Gas (CNG), Hybrid, and Biodiesel technologies.

6. Ensures proper vehicle assignments are made while vehicle needs are being met.

7. Responds to road calls, sands roads and participates in snow removal as needed, and conducts routine ride-alongs.

8. Accurately and professionally documents all actions taken in written and electronic format. Completes all necessary forms (e.g., repair orders, service truck logs, warranty tags, etc.).

9. Seasonally inspects vehicles as scheduled, identifying defects and making repairs as needed.

10. May assist in providing limited training and direction to other mechanics.

11. Actively and continuously improves professional knowledge, skills, and abilities by participating in routine training sessions and educational seminars relevant to position and job duties.
12. Meets attendance/participation standards for routine safety meetings and training sessions.

OTHER DUTIES

Provides support for the Operations Department (e.g., bus pullout, vehicle exchanges, vehicle recovery, snow plowing, and sanding).

JOB SPECIFICATIONS

SAFETY

Must understand and adhere to departmental, organizational, and industry safety standards and practices. Safely operates vehicles and equipment. Proactively maintains a safe working environment with regard to all job duties. Routinely attends and participates in safety training, meetings, and inspections.

KNOWLEDGE, SKILLS AND ABILITIES

Adheres to and actively works towards personal, department, and organizational goals and performance standards—detailed performance indicators are discussed in detail in a separate departmental document

Advanced computer skills and data entry ability

Ability to work harmoniously with others and abide by department code of conduct

Solid knowledge of electrical systems, air systems, chassis and suspension, HVAC, diesel engines and transmissions

Solid knowledge of operating theory, failure diagnosis, repair, and preventive maintenance practices common to buses and heavy vehicles

Solid skills with common mechanic hand tools, pneumatic tools and diagnostic equipment

Solid knowledge of OSHA and safe working practices and procedures

Solid ability to use prudent judgment and problem solving skills to make reasonable and appropriate decisions and recommendations

Solid ability to read, understand, and use maintenance, repair and parts manuals, computer based maintenance information systems, Federal Motor Carrier Safety Regulations, service updates and troubleshooting guides

Ability to communicate effectively in English

Basic knowledge of electrical and gas welding

Knowledge of CNG, Hybrid, Biodiesel technologies

QUALIFICATIONS

Education

High school education or equivalent knowledge to perform job sucessfully. Ability to read, write and speak English; training and certifications necessary to be able to perform role responsibility.

Preferred: Vocational/Technical degree in related field (diesel, automotive, etc)

Licenses and Certifications

Must possess and maintain a valid Motor Vehicle Operator's License and be able to obtain a Colorado State Commercial Driver's License with a B-P2 rating within two (2) weeks of beginning employment. CDL License required within 30 day of beginning employment.

Underground Storage Tank (UST) and CNG Fueling Certifications

Successful completion of Compressed Natural Gas (CNG) Safety and Operation Training and
Certification
CDOT Annual Inspection Certification
CDOT Brake Inspector’s Certification
Air Conditioning (AC) Certification
CNG Vehicle Tank and Fuel System Certificate of Completion

Note: ASE Certification is required for consideration of promotion beyond Transit Service Technician

Experience
Two (2) years of actual experience or a combination of formal training and experience is preferred.

On-the-Job Training
A minimum of three (3) months but less than six (6) months of on-the-job experience is normally required to perform the job effectively. Must complete and show proficiency in training offered by RFTA.

Equipment Utilized
Equipment with multiple logic functions and capabilities requiring specialized training (e.g., equipment specific to automotive diagnostic and mechanical repair). Must understand and safely use tools and equipment needed for automotive and heavy duty vehicle repair.

Software Utilized
Ability to navigate and enter data into Enterprise Asset Management (EAM). Computer software utilized to document activities; electronic testing/inspection equipment; download programming and calibration changes; document and record component performance and operation.

Scope of Authority
Some precedents and/or procedures exist. Expected to handle different and specialized situations in department or functional area. Work is typically reviewed at completion. Daily priorities are established by supervisor; however, incumbent is expected to evaluate and respond to new situations which require immediate attention and take independent action to perform duties not covered by documented procedures.

Available resources include work precedents; established practices and written procedures include:
- Maintenance Manuals
- RFTA’s Preventative Maintenance Program

Financial Authority
All positions in Vehicle Maintenance will act with integrity, honesty, and accountability with regard to their access to valuable items including, but not limited to: lost & found items, fare boxes, gasoline, tools, and vehicle parts.

Communication
Internal
Daily contact with Operations Dispatcher and Transportation Supervisor by two-way radio, phone and in person to provide information, support and general assistance, especially during vehicle breakdowns, accidents or other serious incidents. Daily personal contact with the Bus Service Worker to collect information on vehicle defects and readiness, and to provide direction. Daily personal contact with Bus Operators to collect information on defects and driver’s reports (e.g., defect cards, vehicle road call reports, unsafe condition reports), and to provide answers regarding operation of specific bus components.

External
Daily personal contact with delivery people to sign for deliveries and assist with unloading. Daily personal contact with the general public when responding to vehicle exchanges and accidents. Monthly contact with outside service technicians by phone and in person to provide support and answer questions. Monthly personal contact with emergency responders to provide information, support and assistance during an accident or other serious incident.

Supervisory Responsibility
No supervisory responsibility is required for this position. As directed assists in providing training, assigning and scheduling work and providing direction to other mechanics.
Position requires extremely strenuous physical work involving objects in excess of 100 pounds occasionally and/or in excess of 50 pounds frequently. Works in a typical automotive/industrial environment. Encounters exposure to moving equipment and vehicles, and related fumes and chemicals. Works in all weather conditions, at varied shifts and on roadways in the event of a breakdown or accident. Responds to serious accidents. Comes in contact with bodily fluids on a regular basis. Works on a regular basis with hazardous and toxic materials (e.g., toxic paints, thinner and other body work supplies) strictly adhering to all safety rules and regulations pertaining to their use, storage, and proper disposal. Personal Protective Equipment provided.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I UNDERSTAND AND ACKNOWLEDGE THE FOLLOWING:

- I HAVE RECEIVED A COPY AND UNDERSTAND THE CONTENTS OF THIS JOB DESCRIPTION.
- I AM WILLING AND ABLE TO MEET ALL JOB REQUIREMENTS AND PERFORM ALL ASPECTS OF THE JOB AS DISCUSSED IN EACH SECTION ABOVE.
- I HAVE HAD AN OPPORTUNITY TO HAVE ANY QUESTIONS ANSWERED AND I UNDERSTAND THAT IF I HAVE ANY FUTURE QUESTIONS REGARDING MY JOB DUTIES, POSITION REQUIREMENTS, OR THE CONTENT OF THIS JOB DESCRIPTION, I CAN MAKE AN APPOINTMENT TO DISCUSS QUESTIONS WITH MY SUPERVISOR, MANAGER, OR A REPRESENTATIVE FROM THE HUMAN RESOURCES DEPARTMENT.
- THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES, OR QUALIFICATIONS ASSOCIATED WITH THE JOB.
- TEMPORARY MODIFICATIONS TO PROVIDE REASONABLE ACCOMMODATIONS DO NOT WAIVE ANY ESSENTIAL FUNCTIONS OF THE JOB REQUIREMENTS.
- JOB DUTIES AND REQUIREMENTS MAY BE UPDATED AT ANY TIME.
- THIS JOB DESCRIPTION IS NOT A CONTRACT OF CONTINUED EMPLOYMENT.

EMPLOYEE NAME (PRINT)  ____________________________  EE #  __________

EMPLOYEE SIGNATURE  ____________________________  DATE  __________

MANAGEMENT AND HUMAN RESOURCES ACKNOWLEDGEMENT

I HAVE REVIEWED ALL ASPECTS OF THIS JOB DESCRIPTION WITH THE ABOVE NAMED EMPLOYEE.

HIRING MANAGER (PRINT)  ____________________________

HIRING MANAGER SIGNATURE  ____________________________  DATE  __________

I CONFIRM THAT THIS EMPLOYEE HAS RECEIVED THE MOST RECENT VERSION OF THIS JOB DESCRIPTION AS OF TODAY’S DATE.

HR STAFF (PRINT)  ____________________________  DATE  __________

HR STAFF SIGNATURE  ____________________________  DATE  __________