



Mechanic

Position/Salary: Mechanic A \$34.05-\$41.36
Mechanic B \$29.44- \$35.73
Mechanic C \$26.47-\$32.18

Posted: December 21, 2018
Filing Deadline: Apply Immediately-Recruitment may be closed at any time without notice

Benefits: Excellent Benefits

JOB SUMMARY

Under general supervision performs skilled mechanical work as required, diagnoses, maintains, repairs, services, inspects, and tests MST buses and support vehicles.

ESSENTIAL FUNCTIONS

The essential functions of each classification listed above are listed on the following position descriptions. After reading each classification position description, please list which position(s) you are interested in applying for on the job application. Your eligibility for a position will be based on a skills assessment given at a later time.

MINIMUM QUALIFICATIONS

Each position description lists the minimum qualifications for each Mechanic classification.

KNOWLEDGE, SKILLS AND ABILITIES

The position descriptions sheets list the specific knowledge, skills and abilities for each Mechanic classification.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications may be obtained from our Administrative Offices, 19 Upper Ragsdale Dr. Suite 200, Monterey; the Salinas Transit Center, 110 Salinas Street, Salinas; One Stop Shop, 201 Pearl Street, Monterey, or by visiting MST online at <http://www.mst.org>. **SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attn. Human Resources, 19 Upper Ragsdale Dr. Suite 200, Monterey, CA 93940. Applications must be submitted with a DMV printout form H6. Resumes will not be accepted in lieu of a completed application.

ADA

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER



POSITION DESCRIPTION

Position Title: Mechanic A
Department: Maintenance
Classification: Non-Exempt/ATU
Created/Revised: March 8, 2018

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Maintenance Supervisor(s)
POSITIONS SUPERVISED: None

POSITION PURPOSE

Definition: Under general supervision, the Mechanic A performs skilled mechanical work as required, diagnoses, maintains, repairs, services, inspects, and tests MST buses and support vehicles. Performs major disassembly, rebuilding, overhauling and assembly duties in the process of overhauling MST buses and vehicles, or their components.

Distinguishing Characteristics: Mechanic A is a journey level classification. It is distinguished from the B and C Mechanic classifications in that positions in the latter classes perform minor repair, inspection, lubrication, and less complex tasks of MST buses and assists the Mechanic A in more difficult mechanical and maintenance work. .

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Performs bus maintenance, repair, and diagnostic duties in order to restore MST buses and related equipment to serviceable condition;
- Performs troubleshooting, repair, rebuilding, overhauling, and inspection procedures in relation to a variety of MST buses;
- Removes, repairs, troubleshoots, rebuilds, overhauls and installs component parts of MST vehicles such as power plants, transmissions, axles, wheels, hydraulic and electrical systems, climate control systems, valves, pumps, tanks, compressors, heat exchangers, piping, alternators, generators, starters, blowers, and fuel metering devices;
- Adjusts and installs engine components;
- Installs and adjusts sub-components on related engine components and repairs and calibrates various gauges and meters;
- Certified to troubleshoot, maintain, and repair HVAC systems;
- Recommends, when necessary, the referral of bus repair jobs to outside repair facilities;
- Maintains and installs lighting circuits, alarms, safety circuits, interlocks, ignition systems, environmental systems, and related components;
- Operates and repairs shop equipment and other tools to maintain, repair, and diagnose vehicle problems;

- Performs service and repairs on road calls;
- Performs safety and preventive maintenance inspections as required by applicable Federal, State, and MST guidelines;
- Prepares written reports, documents defects and repairs on inspection forms and work orders, or designated computer programs;
- May familiarize other Mechanics and other Maintenance classifications in the proper method of performing their job;
- Operates a computer for related data input and retrieval;
- Can be assigned lower level work;
- May act as Lead Mechanic when appropriate;
- Performs other related tasks as required.

QUALIFICATIONS:

Education/Work Experience: Sufficient education, training, and experience which demonstrates possession of the following knowledge, skills, and abilities. Training and experience equivalent to a high school diploma and four (4) years of experience in the maintenance and repair of automotive and/or diesel powered heavy equipment (such as diesel trucks and buses) or equivalent experience. A combination of education, training, and experience may be considered in lieu of the above.

Applicants must pass an MST administered written and/or hands-on test for this highly skilled, journey level position.

Must be available to work weekends, holidays, and odd and unusual hours.

Required Knowledge, Skills and Abilities: Theory, operation, and repair of gasoline and diesel powered vehicles, including engines, transmissions, ignitions, and electrical hydraulic/pneumatic, cooling, heating, and brake systems; Industrial safety rules, shop safety rules, regulations, and procedures as applicable to a bus maintenance facility; General shop safety procedures; Basic equipment and tools used in the maintenance and repair of large vehicles. Perform maintenance, repair, troubleshooting, diagnostic procedures, rebuilding, overhauling and safety/preventative maintenance inspections in relation to a variety of MST buses and vehicles, and related equipment; Adjust and install engine components; Installs and adjusts sub-components on related engine components, repair and calibrate various gauges and meters; Diagnose, maintain and install computerized components, lighting circuits, alarms, safety circuits, interlocks, engine control systems, environmental systems, hydraulic systems, pneumatic systems and related components; Maintain and install lighting circuits, alarms, safety circuits, interlocks, ignition systems, environmental systems, and related components; Give oral and written instructions and maintain cooperative working relationships with those contacted in the course of work; Familiarize other Mechanics, Utility Service Workers and other Maintenance classifications in the proper method of performing their job; Properly use test and other shop equipment/tools, including oxy/acetylene and arc welding equipment; Prepare written reports, document defects and repairs on inspection forms, work orders, or designated computer programs. Perform computer-related functions that allow for data input and retrieval; Effectively read, understand, and use technical information found in repair manuals, service change bulletins, and applicable technical documents, including parts and supply manuals; Operate a variety of equipment, i.e. forklifts, scissor lifts, etc.; Learn and stay current on all new technologies introduced into the transit industries as it relates to bus maintenance; Establish and maintain cooperative working relationships with those contacted in the course of business.

Certifications Required: Possession of a valid California Class C driver's license and the ability to qualify for and maintain a Class B license with Passenger (P) endorsement.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

Physical Requirements: Work may require physical strength and agility sufficient to safely perform all essential job functions, including the ability to lift, carry, push or pull 50 pounds without assistance. Will be required to frequently talk to convey detailed or important instructions or ideas accurately, loudly or quickly. Able to hear average or normal conversations and receive ordinary information. Able to move frequently and regularly required using the wrists, hands, and/or fingers. Must have average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

WORKING CONDITIONS

Work may required performance of tasks in extreme heat and confined areas. Work may require performance of task outdoors or indoors of varying climate control.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Reasoning ability: Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Mathematics ability: Ability to perform very basic math skills including adding, subtracting, multiplying, and dividing two digit numbers; to perform the four basic arithmetic operations with money.

Language ability: Ability to read at a slow rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation. Ability to communicate in complex sentences.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that the requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts.



POSITION DESCRIPTION

Position Title: Mechanic B
Department: Maintenance
Classification: Non-Exempt/ATU
Created/Revised: March 8, 2018

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Maintenance Supervisor(s)
POSITIONS SUPERVISED: None

POSITION PURPOSE

Definition: Under general supervision, Mechanic B performs minor repair, inspection, and lubrication of MST buses and vehicles and assists higher level Mechanics in more difficult mechanical and maintenance work. The Mechanic B position may be assigned more difficult tasks, job repairs, and other maintenance related work as their skills, knowledge, and abilities improve throughout the course of their career with MST.

Distinguishing Characteristics: The Mechanic B is distinguished from the Mechanic A classification in that position in the latter class performs highly skilled mechanical work as required to diagnose, maintain, repair, service, inspect, and overhaul MST buses and their related components. Mechanic A is the journey level classification. Mechanic B is the second highest mechanic classification. Mechanics in this classification are mentoring under the guidance, leadership, and support of Mechanic A as they prepare for promotion.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Performs Brake and Tire Safety Inspections;
- Removes and installs major components;
- Oils and greases equipment;
- Services and repairs tools and equipment;
- May perform necessary service and minor repairs on road calls;
- Troubleshoots systems to locate causes of simple problems;
- Uses test equipment, typical shop tools, torque wrenches, jacks, drills, timing lights, tach-dwell meters, and other tools common to the trade;
- Locates and applies technical information from service manuals and publications;
- Uses hydrometer and volt meter;
- Makes simple tests of battery condition and voltage output;
- Locates and repairs minor air leaks, short circuits and water leaks;
- Performs full brake lining replacement including wheel bearing replacement;
- Performs pressure tests of cooling systems;
- Performs engine tune-ups;
- Makes simple mechanical repairs and adjustments;

- Performs thorough preventive maintenance inspections (PMI);
- Certified to troubleshoot, maintain, and repair HVAC systems;
- Prepares and maintains simple records and reports;
- Operates computer for related data input and retrieval;
- Performs related work as required.

QUALIFICATIONS:

Education/Work Experience: Training and experience equivalent to completion of the twelfth grade **and** one year of experience maintaining automotive and/or diesel powered heavy equipment or equivalent experience in the maintenance and routine repair of automotive equipment.

Applicants must pass an MST administered written and/or hands-on test for this classification.

Must be available to work weekends, holidays, and odd and unusual hours.

Required Knowledge, Skills and Abilities: Operations and basic theory of diesel or gasoline internal combustion engines; Operations and basic theory of cooling, heating, fuel, ignition, hydraulic/air, electrical, automatic transmission, and brake systems. Industrial safety rules, shop safety rules, regulations, and procedures as applicable to a bus maintenance facility; General shop safety procedures; Basic equipment and tools used in the maintenance and repair of large vehicles. Perform maintenance, repair, troubleshooting, and diagnostic procedures and safety/preventive maintenance inspections on MST buses and vehicles. Use testing and shop equipment and tools; Follow written and oral directions; Work under conditions of established schedules and deadlines; Keep simple records; Perform computer-related functions that allow for data input and retrieval; Establish and maintain effective working relationships with others.

Certifications Required: Possession of a valid California Class C driver's license and the ability to qualify for and maintain a Class B license with Passenger (P) endorsement.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

Physical Requirements: Work may require physical strength and agility sufficient to safely perform all essential job functions, including the ability to lift, carry, push or pull 50 pounds without assistance. Will be required to frequently talk to convey detailed or important instructions or ideas accurately, loudly or quickly. Able to hear average or normal conversations and receive ordinary information. Able to move frequently and regularly required using the wrists, hands, and/or fingers. Must have average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

WORKING CONDITIONS

Work may required performance of tasks in extreme heat and confined areas. Work may require performance of task outdoors or indoors of varying climate control.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Reasoning ability: Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Mathematics ability: Ability to perform very basic math skills including adding, subtracting, multiplying, and dividing two digit numbers; to perform the four basic arithmetic operations with money.

Language ability: Ability to read at a slow rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation. Ability to communicate in complex sentences.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that the requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

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POSITION DESCRIPTION

Position Title: Mechanic C

Department: Maintenance

Classification: Non-Exempt/ATU

Created/Revised: March 8, 2018

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Maintenance Supervisor(s)

POSITIONS SUPERVISED: None

POSITION PURPOSE

Definition: Under general supervision, Mechanic C performs minor repair, inspection, and lubrication of MST buses and vehicles and assists higher level Mechanics in more difficult mechanical and maintenance work. The Mechanic C position may be assigned more difficult tasks, job repairs, and other maintenance related work as their skills, knowledge, and abilities improve throughout the course of their career with MST.

Distinguishing Characteristics: The Mechanic C is distinguished from the Mechanic A and B classifications in that positions in the latter class performs skilled and highly skilled mechanical work as required to diagnose, maintain, repair, service, inspect, and overhaul MST buses and their related components. Mechanic B is the next immediate classification; Mechanic A is the journey level and highest classification in the Mechanic Classification Series at MST. The Mechanic C classification is an entry-level position.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Performs entry-level vehicle maintenance and repair tasks;
- Performs Brake and Tire Safety Inspections;
- Performs thorough preventive maintenance inspections (PMI);
- Removes and installs (some) major components – based on skill set;
- Oils and greases equipment;
- Services and repairs (some) tools and equipment – based on skill set;
- May perform necessary service and minor repairs on road calls;
- Travels with and assists higher level Mechanics on road calls;
- Troubleshoots systems to locate causes of simple problems;
- Uses test equipment, typical shop tools, torque wrenches, jacks, drills, timing lights, tach-dwell meters, and other tools common to the trade;
- Locates and applies technical information from service manuals and publications;
- Uses hydrometer and volt meter;
- Makes simple tests of battery condition and voltage output;

- Based on skill set – locates and repairs minor air leaks, short circuits and water leaks;
- Based on skill set – may performs full brake lining replacement including wheel bearing replacement;
- Based on skill set – may perform pressure tests of cooling systems;
- Assists higher level Mechanics in the completion of engine tune-ups;
- Based on skill set – makes simple mechanical repairs and adjustments;
- Based on certification and skill set – troubleshoot, maintain, and repair HVAC systems;
- Prepares and maintains simple records and reports;
- Operates computer for related data input and retrieval;
- Performs related work based on skills, knowledge, and abilities as required.

QUALIFICATIONS:

Education/Work Experience: Training and experience equivalent to completion of the twelfth grade **and** one year of experience maintaining automotive and/or diesel powered heavy equipment or equivalent experience in the maintenance and routine repair of automotive equipment.

Applicants may be required to pass an MST administered written and/or hands-on test to demonstrate their skill set for this position.

Must be available to work weekends, holidays, and odd and unusual hours.

Required Knowledge, Skills and Abilities: Operations and basic theory of diesel or gasoline internal combustion engines; Operation and basic theory of cooling, heating, fuel, ignition, hydraulic/air, electrical, automatic transmission, and brake systems. Industrial safety rules, shop safety rules, regulations, and procedures as applicable to a bus maintenance facility; General shop safety procedures; Basic equipment and tools used in the maintenance and repair of large vehicles. Based on skill set – perform maintenance, repair, troubleshooting, and diagnostic procedures and safety/preventive maintenance inspections on MST buses and vehicles. Based on skill set – use testing and shop equipment and tools; Follow written and oral directions; Work under conditions of established schedules and deadlines; Keep simple records; Perform computer-related functions that allow for data input and retrieval; Establish and maintain effective working relationships with others.

Certifications Required: Possession of a valid California Class C driver's license and the ability to qualify for and maintain a Class B (Commercial) license with passenger endorsement is required after completion of an appropriate training period.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

Physical Requirements: Work may require physical strength and agility sufficient to safely perform all essential job functions, including the ability to lift, carry, push or pull 50 pounds without assistance. Will be required to frequently talk to convey detailed or important instructions or ideas accurately, loudly or quickly. Able to hear average or normal conversations and receive ordinary information. Able to move frequently and regularly required using the wrists, hands, and/or fingers. Must have average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

WORKING CONDITIONS

Work may required performance of tasks in extreme heat and confined areas. Work may require performance of task outdoors or indoors of varying climate control.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Reasoning ability: Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Mathematics ability: Ability to perform very basic math skills including adding, subtracting, multiplying, and dividing two digit numbers; to perform the four basic arithmetic operations with money.

Language ability: Ability to read at a slow rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation. Ability to write complex sentences, using proper punctuation. Ability to communicate in complex sentences.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

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