

MECHANIC I

Public Works/Transit



SUMMARY

Determine needed repairs and/or replacements on vehicles. Ensure vehicles are in safe operating condition, and provide written documentation of repairs to meet district, state, and federal requirements.

JOB OVERVIEW

Starting Pay

\$13.35 - \$17.15

Pay Type

Hourly (Non-Exempt)

WORK DETAILS

Location: Transit Facility

Schedule: Monday - Friday

Shift: 7 a.m. - 4 p.m.

REPORTS TO

Transit Maintenance Supervisor

ESSENTIAL FUNCTIONS

1. Service and maintain vehicle and equipment by changing oil; checking fluids; replacing filters; checking belts, hoses, and other movables; repairing brakes; and performing minor electrical and mechanical tasks.
2. Transport various tools, equipment, supplies, etc. to ensure required materials are available at a given job site.
3. Inspect buses and service vehicles to ensure they are in safe operating condition.
4. Respond to emergency situations to resolve any immediate safety concerns.
5. Service buses and vehicles by scheduling preventative maintenance.
6. Maintain inventory and control.
7. Maintain facilities (interior and exterior) by removing debris and litter sweeping floors, and maintaining a clean work area.
8. Maintain and repair heavy equipment (buses, lifts, trucks, vans, etc.) to ensure the availability of equipment in safe operating conditions.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Be willing to work extra hours if necessary.
2. Possess specific skills such as operating equipment used in bus maintenance, planning and managing projects, and preparing and maintaining accurate records.
3. Be able to read instructions, applications, maintenance forms, manuals and memos; write reports and charts; and perform general math calculations.
4. Be willing to attend paid training sessions on weekends or other days, as required by the Transit Division.
5. Be able to pass random drug tests as required by the U.S. Department of Transportation Regulations.



Questions? No problem! Email us at employment@tpcg.org.

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EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED equivalent.
2. Job related experience with certification required.
3. Possess and maintain valid Louisiana Class B Commercial Driver's License with air brake endorsement and be willing to obtain CDL.