## MECHANIC I

**Public Works | Transit**

### JOB OVERVIEW

<table>
<thead>
<tr>
<th>PAY TYPE</th>
<th>Non-Exempt (Hourly)</th>
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</thead>
<tbody>
<tr>
<td>SCHEDULE</td>
<td>Monday to Friday</td>
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<tr>
<td>SHIFT</td>
<td>7 a.m. to 4 p.m.</td>
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<tr>
<td>LOCATION</td>
<td>Transit Facility</td>
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<tr>
<td>REPORTS TO</td>
<td>Transit Maintenance Supervisor</td>
</tr>
<tr>
<td>PHYSICAL DEMANDS</td>
<td>Lift up to 50 lbs. (medium)</td>
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<tr>
<td>WORK ENVIRONMENT</td>
<td>Indoors and outdoors in various climates and conditions, including exposure to noise, heat, cold, and dust.</td>
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</tbody>
</table>

### ESSENTIAL FUNCTIONS

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

### GENERAL REQUIREMENTS

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

### EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certificate required.
- Job related experience with certificate required.
- Possess and maintain a valid Louisiana Class B commercial driver’s license (CDL).

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**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.*

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

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Terrebonne Parish Consolidated Government

Reviewed 2/22/2024