



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Mechanic I is responsible for maintaining the safe and reliable operation of buses and transit vehicles through comprehensive inspections, routine servicing, and timely repairs.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

7 a.m. to 4 p.m.

#### LOCATION

Transit Facility

#### REPORTS TO

Transit Maintenance Supervisor

#### PHYSICAL DEMANDS

Lift up to 75 lbs. (heavy)

Frequent standing, walking, bending, kneeling, and lifting tools or parts.

#### WORK ENVIRONMENT

Fast-paced maintenance shop setting involving hands-on mechanical work around heavy vehicles, exposure to noise, heat, cold, dust and equipment, adherence to strict safety protocols, and occasional outdoor or emergency response duties.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Louisiana Class B Commercial Driver's License  
Medical Examiner's Certificate

In this role, the incumbent will be expected to ensure that all vehicles are in safe operating condition by performing preventative maintenance, conducting minor electrical and mechanical repairs, managing inventory of parts and equipment, maintaining clean and organized facilities, and completing required documentation for all work performed.

The Mechanic I role involves supporting daily operations by moving vehicles for cleaning, transporting tools and supplies to job sites, and responding to emergency situations to address immediate safety concerns.

The Mechanic I will work closely with other team members to ensure timely repairs and maintenance while adhering to safety protocols and operational standards.

### JOB DUTIES

- Inspect and service buses and other transit vehicles, ensuring they are in safe operating condition and scheduling preventative maintenance, as necessary.
- Repair and maintain heavy equipment such as buses, lifts, trucks, and vans to ensure all equipment is safe and functional for daily operations.
- Conduct minor electrical and mechanical repairs to ensure vehicles are operating efficiently.
- Perform routine maintenance on vehicles and equipment, including changing oil, checking fluids, replacing filters, and inspecting belts, hoses, and other moving parts.
- Repair vehicles as needed, completing the proper preventive maintenance (PM) or repair order paperwork.
- Assist with moving buses into the wash bay for the Field Tech I to ensure vehicles are properly cleaned.
- Transport tools, equipment, and supplies to job sites to ensure materials are available for scheduled maintenance and repairs.
- Respond to emergency situations, addressing immediate safety concerns and providing on-site resolutions.
- Maintain inventory and control of parts, tools, and equipment, ensuring that all items are properly stored and available when needed.
- Clean and maintain facilities, including removing debris, sweeping floors, and keeping work areas tidy and organized.
- Attend quarterly Transit safety meetings to stay updated on safety protocols and procedures.
- Complete all required annual training, including Drug and Alcohol Awareness, LEP, Bloodborne Pathogens, and Customer Service Training.
- Participate in quarterly One-on-One meetings with Supervisor.

## JOB DUTIES CONTINUED

- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must demonstrate leadership by proactively identifying maintenance needs, coordinating tasks efficiently, ensuring team safety, and providing guidance in emergency or high-pressure situations while maintaining a high standard of workmanship.
- **Time Management:** Ability to prioritize and complete routine maintenance, repairs, and emergency tasks efficiently while adhering to scheduled maintenance timelines and minimizing vehicle downtime.
- **Analytical Skills:** Ability to diagnose mechanical and electrical issues, evaluate the condition of vehicles and equipment, and determine the most effective solutions to ensure safe and reliable operation.
- **Communication Skills:** Must have effective oral and written skills to accurately report maintenance issues, collaborate with team members, follow instructions, and document repairs and inspections clearly and comprehensively.
- **Organizational Skills:** must have excellent organizational skills to manage inventory, maintain accurate records of repairs and maintenance tasks, and efficiently coordinate multiple work orders and priorities.
- **Technical Skills:** Must be able perform mechanical and electrical repairs, diagnosing vehicle and equipment issues, using diagnostic tools and repair equipment, conducting routine maintenance such as oil changes and fluid checks, and adhering to safety and operational procedures for heavy equipment and transit vehicles.
- **Qualifications:**
  - High school diploma or GED certification.
  - Job related mechanic experience with certificate required.

