



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Mechanic I  
**DEPARTMENT.....:** Public Works  
**DIVISION.....:** Transit  
**CLASSIFICATION/GRADE.....:** Mechanic I/105  
**REVISED.....:** 08/2019  
**REPORTS TO.....:** Transit Maintenance Supervisor  
**REVIEWED.....:**  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

This job of Mechanic (Bus Mechanic) is done for the purposes of determining needed repairs and/or replacements on district vehicles; ensuring the availability of vehicles in safe operating condition; and providing written documentation of repairs to meet district, state and federal requirements.

### **BASIC FUNCTIONS:**

1. Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
2. Services and maintains vehicle/equipment by changing oil, checking fluids, replacing filters, checking belts, hoses and all other movables, repairing brakes, and performing minor electrical and mechanical tasks.
3. Inspects buses and service vehicles for the purpose of ensuring it is in a safe operating condition.
4. Responds to emergency situations for the purpose of resolving immediate safety concerns.
5. Must be willing to work extra hours if necessary.
6. Services buses and vehicles by scheduling preventative maintenance to ensure it is maintained in a safe operating condition.
7. Must be capable to write reports, fill-in work orders, and perform general math calculations.
8. Maintain inventory and control.
9. Maintain facilities (interior and exterior) by removing debris and litter, sweeping floors, and maintaining a clean work area.
10. Maintains and repairs heavy equipment (e.g. buses, lifts, trucks, vans, etc.) for the purpose of ensuring the availability of equipment in save operating conditions.
11. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the transit system work unit.

### **OTHER REQUIREMENTS:**

1. Valid Class B Commercial Driver's License with passenger and air brake endorsement, but we are willing to assist with obtaining a CDL.
2. Skills to perform single, technical tasks with a need to occasionally upgrade in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in bus maintenance; planning and managing projects; and preparing and maintaining accurate records.

3. Knowledge to satisfactorily perform the functions of the job includes: safety practices and procedures.
4. Ability to read instructions, applications, maintenance forms, manuals, and memos; write reports, charts, and perform general math calculations.
5. Responsible to work under limited supervision using standardized practices and/or methods; leading and guiding others.
6. Must attend paid training sessions on weekends or other days, as required by the Transit Division.
7. Good communication skills required.
8. Position is a "Safety Sensitive" position and is subject to random drug testing as required by the U.S. Department of Transportation Regulations.

**EDUCATION/EXPERIENCE:**

1. High School Diploma or Equivalent.
2. Job related experience with certification required.
3. Must have the knowledge and ability to perform the functions of the job which includes: communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules, and working with detailed information/data.