



# Westmoreland County Transit Authority

## Fixed-Route Maintenance Worker (Mechanic)

Reports To:	Maintenance Manager	Salary Range:	
Department:	Maintenance	Pay Type:	
Effective Date:	1/1/2020	Approval:	
Revised Date:		Approval:	

### JOB FUNCTION

Mechanic reports to the Maintenance Manager.

### ESSENTIAL DUTIES

1. Be able to perform standard maintenance and repairs on authority vehicles including such tasks as preventive maintenance, minor and major vehicle repairs for all fleet vehicles.
2. Perform Commonwealth of Pennsylvania safety inspections
3. Equipment servicing.
4. The ability to work with others in coordinated repair efforts.
5. Be able to determine and prepare for daily assignments through the review of work orders and coordinating work assignments.
6. Ensure that fleet vehicles are in safe, working order.
7. Complies with safety policies through the understanding of the proper use of jacks, hoists, lifts available Authority safety equipment, the proper use of hand and power tools.
8. Must be able to follow safety procedures including wearing personal protective equipment.
9. Must be able to operate Authority vehicles and perform road/service calls.
10. Must be able to ensure that vehicles are safe and in compliance with state and federal regulations as well as Authority procedures by performing preventive maintenance using checklists.
11. Must be able to perform such activities as greasing, lubrication, inspection and repair of all interior and exterior lights, doors and mirrors.

12. The evaluation of and estimating of costs for equipment repair and be able to recommend cost efficient repairs including recommendations or in-house or outside repairs.
13. Repair vehicles and diagnose maintenance concerns in an efficient manner to ensures that vehicle down-time is minimized.
14. Must be able to receive vehicle complaints in a manner that allows evaluations and troubleshooting.
15. The ability to make minor, on-site vehicle repairs or made arrangement for vehicle towing to complete repairs.
16. Must be able to cooperate with and communicate with the operations department for fleet coordination.
17. Maintain a clean and safe work area by clearing floors and work surfaces of trash, cleaning up spills and debris and returning working materials and equipment to proper storage.
18. Maintaining tools and equipment in a safe and working order.
19. Completion of various authority reports including accident/incident report, maintenance logs and required paperwork in the timetable established by the Authority.
20. Regular communication Authority co-workers regarding questions, concerns, complaints, company protocol and other issues that are related to employment.
21. Following company protocol and procedures during shift without direct supervision.
22. Be able to act appropriately when faced with an emergency situation by the utilization of common sense coupled with following Authority protocol and procedures.
23. Be able to follow directions and communication from dispatch and supervisory personnel.
24. Maintain up to date technical knowledge and skills by attending educational workshops, reviewing and interpreting service and instruction manuals, completing certifications and re-certifications to work on Authority fleet vehicles regardless of type, fuel or component systems and sub-systems as soon as training is made available. Also complete training necessary to utilize new technology and maintain job classification requirements.

### **Responsibilities:**

- Must be able to report to work seven days a week or during hours of operations.
- Participation when necessary in Authority training sessions at times outside of regular shift schedules.
- Must be able to wear a company-prescribed uniform during work hours.
- Must be able to maintain regular attendance in accordance with Authority standards.
- Communication with Supervisory personnel regarding changes in medications.
- Communication with Supervisory personnel regarding any license revocation or off-duty traffic violations.
- Communication with Supervisory personnel regarding accidents and moving violations immediately.
- Comply with and participate in training requirements as established by the Authority.
- Continuing knowledge of local and state traffic rules and regulations.

- Continuing knowledge of operational aspects of a variety of vehicles.
- Must be able to accurately record hours of work on timecards/time reporting systems.

### **Functions and Physical Demands:**

- Must be able to operate the vehicle with the use of a seatbelt.
- All operators must be able to bend over, stoop or squat down to floor for at least 60 seconds.
- Must be able to walk for 10 minutes without rest.
- Use of arms, legs and body torso to climb steps into bus while maintaining three points of contact, assist passengers when necessary and maintain body equilibrium to prevent falling when working on slippery surfaces during winter months and all weather conditions.
- Must have the ability to sit without discomfort for prolonged periods of time on a variety of driver's seats in different models of buses. Must have the ability to push, pull, grip, bend, crouch, and/or kneel, talk, hear, and smell. Must be able to reach above shoulder level. Requires the ability of hand-eye coordination to operate various pieces of equipment.
- Requires continuous use of hands, arms, feet and legs to push/pull or activate essential controls (pedals, levers, and knobs) in recurring operational motions.
- Must be able to turn head up to 90 degrees and torso up to 45 degrees in either direction on a regular and frequent basis to see traffic and observe passengers by use of mirrors, etc.
- Must be able to turn vehicle steering wheel without obstruction while seated in the drivers seat
- Must be able to pick up at least 50 lbs.
- Must be able to assist ambulatory and non-ambulatory passengers on and off the vehicle.
- Operator must be able to push or pull a passenger seated in a non-motorized wheelchair (ADA defined) weighting up to 600 lbs. (including passenger) for a level distance of up to 40 feet and up and down 10% incline for up to 6 feet
- Must be able to use coordinated movements to secure mobility devices as instructed. Must be able to pull a tie down strap with a force of 50 lbs. while bending over, stooping or squatting down.
- All vehicle operators must be able to assist in transferring a passenger, who uses a wheelchair, to a regular passenger seat.
- Must have the physical/mental ability to quickly assist passengers and maintain composure in times of emergency or passenger incidents.

### **QUALIFICATIONS**

- This is a safety sensitive function for the Authority subject to DOT drug testing requirements.
- Requires and maintain a Pennsylvania CDL license with air brakes and passenger endorsement.

- Requires a CDL medical examination/certification every two years or as specified by physician.
- Must be at least 21 years of age.
- The ability to read and understand mapping.
- Knowledge of Westmoreland County
- Must have acceptable driving record.
- The ability to communicate with members of the public concerning Authority information. Must also be able to communicate with Authority co-workers as to route information and /or emergency situations.
- Must have job related experience.
- The ability to follow a schedule
- The ability to complete reports
- Must be able to effectively communicate and follow oral/written instructions that are provided in English.

**EEO STATEMENT**

WCTA is proud to be an equal opportunity employer- and embrace our employees' differences, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or Veteran status. The more inclusive we are, the better our work will be.

**GENERAL SIGN-OFF**

**This job description does not constitute an employment agreement between WCTA and the employee. WCTA management reserves the right to assign or reassign duties and responsibilities to this job at any time.**

I have read and understand this general sign-off and job description.

Print Name	Signature	Date
Supervisor		Date