



EQUIPMENT MAINTENANCE MECHANIC

REPORTS TO: MAINTENANCE AND FACILITIES MANAGER

STATUS: FULL-TIME, FLSA NON-EXEMPT

OPEN UNTIL FILLED

TENTATIVE REVIEW: OCTOBER 22, 2021

SUBSEQUENT REVIEWS NOT GUARANTEED

◆ Integrity ◆ Trust ◆ Common Truth ◆ Respect ◆ Compassion ◆

POSITION OVERVIEW

Under the Maintenance and Facilities Manager's direction, employee will be responsible for variety of duties, including but not limited to: perform skilled mechanical work in the maintenance, repair, overhaul, and other related mechanical services to fleet diesel, gasoline, electric and propane powered vehicles, heavy and light duty equipment, small engines and related mechanical equipment. Perform diagnosis and repair of vehicles and electrical systems according to manufacturer standards. This position requires schedule flexibility, heavy manual labor and the ability to work in all weather conditions. This position is subject to ongoing DOT drug and alcohol testing requirements under FTA regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES (NON-INCLUSIVE LIST)

Organize, schedule, review and participate in fleet vehicle and equipment maintenance, repair and overhaul activities, including gasoline, diesel and propane powered equipment and vehicles; diagnose malfunctions and inspect, repair, replace, rebuild and maintain functional parts and/or components of automotive, diesel, and electrical mechanical systems and equipment; perform preventative maintenance to include cooling and air-conditioning systems repair, tune-ups, brakes, suspension repair, alignment, tire repair and replacement; install, remove, and replace factory-installed components to include after-market and specialty items; perform routine safety, operational, mechanical and electrical inspections on all agency vehicles and applicable equipment; use proper work methods, techniques, and safe operation of tools, equipment and vehicles; safely operate shop equipment and machinery such as drill presses, grinding equipment, and assorted tools; maintain safe, clean and orderly work areas; maintain inventory of parts, tools, equipment and other related supplies with the ability to navigate and input data into appropriate computer software; estimate time, materials and equipment required for assigned tasks; order parts and materials as needed and/or required; prepare work orders and maintain record of inspections, repairs and/or other work activities using appropriate software; collect and record information, such as: mileage, hours of operation, fuel consumption and oil usage; maintain and update repair manuals and other related information for all types of automotive, truck and equipment utilized by department; follow directions for all cleaning agents and/or chemicals – refer to and follow appropriate Safety Data Sheet (SDS) for specific instructions on safe handling, use, storage and disposal of said chemical(s) and report any exposure to management immediately; observe and enforce safety standards to comply with applicable laws and company policies and procedures; understand pertinent procedures and functions quickly and apply them appropriately without immediate supervision; report any damage, maintenance requirements and/or other departmental needs or repairs to appropriate team member and/or management member; perform duties per a designated schedule and have flexibility for changing demands; ensure effective and professional responsiveness and compliance with work requests; work with and assist team members in achieving GTA and departmental goals; take responsibility for content and quality of work assigned, and continuously demonstrate commitment, empathy, fairness, and integrity; advocate and actively participate in continuous improvement of the Agency; assist team members when needed; and support the Agency workforce at all times; maintain punctuality, reliability and regular attendance to contribute to the efficient and effective delivery of

transportation service(s) and associated duties; establish, maintain and support effective and respectful working relationships; give and accept constructive feedback; support a safety culture Agency-wide.

MINIMUM QUALIFICATIONS

Knowledge of methods, techniques and practices of maintenance and repair of a wide range of heavy and light automotive vehicles and equipment; proper use and care of the equipment, tools and materials used in the maintenance of vehicles and equipment; diagnostic procedures for vehicles and equipment; maintenance scheduling principles and practices; and occupational hazards and safety precautions applicable to area(s) of work.

- High School diploma and/or equivalent. Stable, verifiable work history within applicable area.
- Course work in automotive and diesel technology and maintenance; certification preferred but not required. Minimum 7 (seven) years' experience in automotive/diesel maintenance and repair preferred.
- Valid Washington State driver's license with acceptable driving record and ability to maintain an acceptable driving record level throughout employment, which will be monitored by periodic reviews of Motor Vehicle driving profile.
- Current Class B CDL, with Air Brake endorsement or ability to obtain within specified time.
- Experience with and working knowledge of computers and computerized operations.
- Excellent customer service and communication skills.
- Successfully pass pre-employment criminal background reports and drug and alcohol screening.

COMPENSATION, BENEFITS AND WORKING SCHEDULE

This position is full-time, generally Monday through Friday. Must have schedule flexibility and be available day and evening shift(s), including on an on-call basis. Occasional weekends and holidays dependent on operational and departmental needs. Wage Steps: \$24.24 – \$30.50 per working hour (FLSA non-exempt). Excellent benefits package including Medical/Dental/Vision/Life/AD&D/LTD (administered through PEBB), Public Employees' Retirement System (PERS) and Paid Time Off, including Paid Holidays.

HOW TO APPLY

Interested and qualified candidates must submit completed application, cover letter and resume via mail to:

Grant Transit Authority
Attn: Human Resources
PO Box 870
Moses Lake WA 98837

Or electronically via email to:
jobs@granttransit.com

CLOSING DATE

All qualified candidates are strongly encouraged to apply by: **October 22, 2021 at 3:00 pm.***
(Tentative Review - Open Until Filled)

*Application materials must be received by Grant Transit Authority by deadline to be included in review. Subsequent reviews are not guaranteed. Indirect submissions and/or incomplete application packets will not be accepted.

Grant Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran's status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Grant Transit Authority know if you need accommodations in order to participate in the application process.