

People Services, Inc.
Job Description

Position: Fleet Maintenance / Mechanic

Service Unit: Konocti Transportation Services

Status: Full Time Position

Supervisor: Director of Transportation

General Purpose:

Under the supervision of the Transportation Director, the Mechanic is responsible for the maintenance and repair of all vehicles.

Qualifications:

- Clear driving record
- Fingerprint Clearance with DSS
- Negative Results to Drug Testing
- Adherence to Drug Testing Policy
- 22 years of age and older
- Obtain and maintain a Class B Driver's License and a valid Medical Card
- CPR and First Aid Certification
- Negative TB test
- Any combination of education and / or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance
- Four years of experience in vehicle maintenance and repairs - Prefer applicants with certificate of training in the automotive field
- Knowledge in diagnostic tools needed for repair and maintenance of transit vehicles
- Complete repairs within an appropriate time so vehicles and equipment are available for scheduled use
- Considerable knowledge of the tools, equipment and procedures used in the maintenance and repair of gas powered vehicles and small engine maintenance repair
- Prefer that mechanic supplies their own tools
- Complete written work orders showing vehicle repair and preventative maintenance
- Knowledge of Operation and care of combustion engine
- Follows safe work practices
- Ability to inspect gas powered equipment to diagnose difficulties and estimate the time required and cost to repair
- Prepare and maintain routine records
- Work effectively in the absence of supervision
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Must be able to perform the heavy manual work associated with vehicle maintenance and repair
- Must be willing to substitute on Transit Routes if directed
- Must be willing to perform non-mechanical tasks such minor plumbing, replacing air filters, lights, locks; help with donations
- Available to work Evenings and Saturdays, mandatory

- Preparation and monitoring of ISP per assigned client. This includes training; coverage; daily/monthly data collection.
- Flexible

Essential Job Duties:

- Be able to keep vehicle maintenance schedules and maintain records of all jobs completed
- Vehicle Services: Change oil, check brakes, coolant, transmission fluid, tires, grease front end, etc.
- Remove/Replace alternators, radiators, tires, AC compressors, etc.
- Inspect vehicle and diagnose issues
- Ordering of parts and inventory control
- Able to use all shop tools and equipment safely
- Drive routes as needed
- Able to work effectively and efficiently in the absence of supervision
- Maintain a clean working environment
- Diagnose and repair all of the small equipment
- Other duties as assigned

Is there anything that would keep you from meeting the job duties as outlined?

() Yes () No

How may we accommodate you?

Signature

Date

People Services, Inc. is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, ancestry, marital status, sex, gender, gender identity, gender expression, transgender status, color, religion, age, military or veteran status, national origin, medical condition, physical or mental disability, actual or perceived sexual orientation, HIV status or any other characteristic protected by law. The applicants selected for hire must provide proof of ability to work in the United States per the Immigration Reform and Control Act of 1986 and pass a drug-screening test and fingerprint clearance.