

**JOB DESCRIPTION: MECHANIC SPECIALIST**

**DEPARTMENT: MAINTENANCE**

**REPORTS TO: DIRECTOR OF MAINTENANCE**

**CLASSIFICATION: UNION HOURLY – NON-EXEMT**

The Mechanic Specialist performs all phases of repair to Company vehicles without supervision.

**DUTIES:** diagnoses and repairs all types of Company vehicles without the supervision of the Director or Assistant Director.

Complies with all Company safety procedures; adheres to all shop and operating procedures.

Maintains personal and Company tools in good order; is knowledgeable in their use.

Assists in the training of mechanics in lower classifications.

**SUPERVISORY RESPONSIBILITIES:** mechanics in lower classifications

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED), and six months to one year related experience and/or training; or equivalent combination of education and experience. Ability to operate radio communication and ability to operate all vehicle types used in transporting passengers.

### **LANGUAGE SKILLS**

Ability to read and comprehend instruction, short correspondence, and memos. Excellent written and oral communications. Ability to add and subtract two digit numbers and to multiply and divide. Ability to perform these operations using units of American money and weight measurements, volume, and distance.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Excellent mathematical skills, ability to compute rate, ratio, and percent.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

High school diploma or GED equivalency

Meet bus drive certification requirements (minimum hours of instruction and satisfactorily pass knowledge examination).

Meet State requirements for appropriate licensing.

Must be able to meet federally mandated Commercial Driver License (CDL) requirements.

Meet local or State standards for driving test.

Meet local or State standards for driver record check.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear and taste or smell. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to moving mechanical parts and vibration. The noise level in the work environment is usually loud.