



Position:

Mechanic

Status:

Full-Time, Non-Exempt

JOB DESCRIPTION

SUMMARY

Under the direction of the Maintenance and Facilities Manager, the **Mechanic** will have a developed mechanical background with knowledge of all mechanical, hydraulic and electrical systems. This position has the ability to diagnose and repair diesel, gas and alternative -powered vehicles; maintain consistent safety practices; perform preventive maintenance and routine service of all MTA owned vehicles and equipment in accordance with established Agency standards. Keeps knowledge updated by maintaining Master ASE certification in all MTA required areas.

DISTINGUISHING CHARACTERISTICS

Employees assigned to this class must exercise independent judgment in work methods and procedures with little supervision required. Incumbents are part of the team effort which provides support and assistance to drivers and are responsible for providing excellent customer service, responding to and resolving customer concerns and questions in a timely and effective manner.

Supervision received from: Maintenance & Facilities Manager

Coaching exercised over: N/A

KEY COMPETENCIES EXPECTED

Competencies are defined as those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function. It is expected that the employee will exhibit the following key competencies:

Accountability

- Take responsibility for content and quality of assigned work.
- Complete assigned tasks and meet key deadlines; producing/completing accurate and timely work.
- Self-management
 - Punctuality and regular work attendance.
 - Producing/completing accurate and timely work.
 - Focus on the situation, issue or behavior rather than the person.
 - Give and accept constructive feedback.
 - Use time wisely.

Adaptability/Flexibility

- Acknowledging that unanticipated events will occur and help to build capacity to adjust when such events occur. Find ways to effectively respond to unanticipated situations.
- Adapt positively and constructively to changes to the work environment and work priorities.
- Engage appropriately with Manager in discussion about maintaining a sustainable workload in the event of new, unanticipated work projects or initiatives.
- Ensure affected team members clearly understand when changes occur.

Customer Service

- Provide accurate and timely information.
- Understand and respond to customers' objectives and needs.
- Being accessible, providing timely and responsive replies to customer requests, emails, phone messages and mail.
- Handle customer inquiries and complaints in a prompt, courteous and professional manner while adhering to rules and regulations.
- Maintain an optimistic attitude, supporting teamwork and cooperation through open and honest communication.
- Anticipate, assess, and respond to changing customer needs.
- Consistently provide products and services that meet or exceed the expectations of the customers.
- Willingness to explore new ideas.
- Model effective group process behavior, such as listening, discussing, negotiating, rewarding, encouraging and motivating.
- Keep management well informed of issues and trends; openly share your ideas, suggestions and opinions with team members.
- Build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.

Collaboration/Teamwork

- Help create an atmosphere that brings people together so they have a stake in the solution. Involve others in matters that affect what they do. Seek out and act on opportunities to improve, streamline and re-invent work processes.
- Contribute to the development, cohesion and productivity of the team; be receptive to new ideas and adaptable to new situations
- Team Work
 - Promote cooperation.
 - Clearly and effectively communicate with individuals and groups.
 - Keep Manager and co-workers informed.
 - Contribute to the team with ideas, suggestions and effort.
 - Refrain from gossiping.

Additionally, all employees of MTA are required to consistently demonstrate the following core competencies:

- Inspirational Leadership
- Informed Decision Making
- Transparency & Accountability
- Respectful Relationships
- Personal Responsibility
- Outstanding Customer Service

(Key behaviors for the MTA Core Competencies are described on the last page of this form.)

ESSENTIAL DUTIES

- Perform any and all preventative maintenance, troubleshooting, evaluation and mechanical repairs as required on all Agency owned or service-contracted vehicles.
- Maintenance and repair of complex mechanical, electrical, PLC, hydraulic and diesel systems.
- Assist with parts ordering, processing invoices and maintaining inventory as necessary to accomplish the assigned tasks.
- Minor welding using gas or electrical methods.
- Maintain diagnostic tools and software updates.

- Complete maintenance forms and paperwork appropriately and accurately.
- Coordinate with dispatch and drivers ensuring vehicle safety and readiness as needed.
- Maintain documentation and files as required on all Agency vehicles and equipment.
- Possess knowledge of the maintenance software program to ensure prompt preventative maintenance practices.
- Conduct road tests to ensure MTA vehicles are maintained in a safe and serviceable condition.
- Perform emergency roadside repairs.
- Maintains a clean and orderly work area.
- Contribute to the goals and objectives of the Maintenance Team, to include formulation and implementation of operational policies, procedures, and controls to ensure safe and efficient operational activities and adherence to established service, budgetary and customer satisfaction standards.
- Recommend changes as warranted.

OTHER FUNCTIONS

- Serve on committees, task forces and other work groups.
- Perform other duties as assigned and any duties of a similar nature or level needed to make MTA an exceptional transit agency.
- Assist and/or provide training of new Service Mechanics or Fueler/Detailers.
- Establish and maintain relationships with vendors and contractors and may be assigned special projects aligned with job responsibilities and description.
- Assist with facility maintenance and repairs as determined by the Maintenance Manager.

KNOWLEDGE & SKILLS

Knowledge of: applicable federal, state, and local laws, rules, and regulations; maintenance, routine servicing and repair of gasoline, diesel and alternative powered vehicles including buses, vans and automobiles; repair and maintenance of engines, transmissions, hydraulic systems, brakes, carburetors and fuel injection systems, electrical systems and drive trains; OSHA requirements for safe work practices; accident investigation techniques; equipment capabilities, limitations and safe operating characteristics.

Skill in: using a computer and related software applications; completing assigned work within prescribed timelines; communicating effectively both orally and in writing; establishing and maintaining cooperative and effective working relationships with others; maintaining records and preparing and submitting reports; and, analyzing situations effectively and adopting appropriate courses of action.

MINIMUM QUALIFICATIONS REQUIRED

- Certificate of Completion from a diesel/automotive mechanic vocational college course of study or completion of a certified four (4) year diesel/automotive mechanic apprentice program or current certified ASE Master.
- Must obtain transit related ASE certifications within six (6) months.
- Must possess a complete set of heavy equipment tools and a roll-a-way tool box necessary to perform the essential functions of the position.

SPECIAL REQUIREMENTS

- Working knowledge of the geography of Mason County preferred.
- Must possess or be willing to acquire the following: CDL License (Class B CDL with air brake endorsement), First Aid/Cardio-Pulmonary Resuscitation Certificate, and Physical examination verifying applicant's fitness to drive.
- Valid Washington State Driver's License.
- Must be available to work a flexible schedule, including holidays, nights and/or weekends.

MTA is a drug and alcohol-free workplace. This position is classified as safety-sensitive under MTA's Drug and Alcohol Policy and is included in random drug and alcohol testing program. Note: MTA is subject to requirements of the Federal Drug-Free Workplace Act and CFR Part 40 & 655, which prohibits the use of marijuana at any time while employed with MTA.

PHYSICAL REQUIREMENTS

The duties of this position require speaking, hearing, seeing, sitting, stooping, standing, walking, kneeling, crouching, crawling, and lifting or moving up to 40 pounds; use of hands to finger, handle, feel, or operate equipment; reach with hands and arm. Physical effort is required to perform heavy manual labor in confined and cramped spaces. Work requires manual finger dexterity and hand-eye coordination to manipulate hand tools, power tools, and equipment. Work involves physical risk from mechanical and electrical equipment. Occasionally exposed to varied weather conditions, fumes, and vehicle chemicals. Noise level in the work environment is moderately noisy. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

The job duties as defined are an accurate reflection of the work to be performed by this position.

Maintenance & Facilities Manager's Signature _____
Date

As the incumbent in this position, I have received a copy of this position description and the job duties are an accurate reflection of the work to be performed.

Mechanic's Signature _____
Date

This Summary Job Description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.

Mason 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, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Mason Transit Authority know if you need accommodations in order to participate in the application process.

Mason Transit Authority follows the requirements of the "Fair Chance Act," RCW 49. We will not inquire about prior arrests and convictions until after we determine an applicant is otherwise qualified for the position for which the applicant applied, except as allowed under RCW 49. There are specific exemptions for applicants working with children under 18 years of age, or vulnerable persons, certain financial institutions, law enforcement, and volunteers.

MTA CORE COMPETENCIES

Inspirational Leadership:

Take initiative; act decisively; create an environment that motivates and challenges others; adapt to a variety of situations; develop fresh ideas that provide solutions to all types of workplace challenges; share information, plan, develop, and implement our vision; promote MTA's mission and values and model ways to achieve them.

Informed Decision Making:

Research data to grasp issues, draw conclusions, and solve problems resulting in sound solutions that, when judged over time, are aligned with MTA's vision and mission; commit to action, even in uncertain situations, to accomplish organizational goals; identify, assess and manage risk while striving to attain objectives.

Transparency & Accountability:

Build trust and respect through consistently honest and professional interactions; use public funds and resources appropriately; approach each situation with a clear perception of organizational and political realities; recognize the impact of alternative courses of action; assure that effective controls are developed and maintained to ensure the integrity of the organization and its mission; seek and build strategic alliances and collaborative arrangements through partnerships to advance the mission of the organization; actively communicate decisions with stakeholders.

Respectful Relationships:

Help create a work environment that embraces and appreciates diversity; treat others fairly without regard to race, sex, color, religion, or sexual orientation; recognize differences as opportunities to learn and grow by working together; establish and maintains constructive relationships; work to preserve the self-confidence and self-esteem of others; focus on the situation, issue or behavior, not the person; take initiative to make things better; model appropriate behaviors for others.

Personal Responsibility:

Demonstrate integrity, honesty and ethical behavior; personally acknowledge and accept responsibility for meeting expectations and correcting mistakes; exhibit self-control and respond to feedback non-defensively; execute principles of workplace safety; comply with all safety policies and procedures; takes responsibility for efficient, effective use of time, equipment, and resources.

Outstanding Customer Service:

Provide accurate and timely information; understand and is responsive to our customers' objectives and needs; is accessible, provide timely and responsive replies to customer requests, e-mails, phone messages and mail; handle customer inquiries and complaints in a prompt, courteous and professional manner while adhering to rules and regulations; anticipate, assess, respond to changing customer needs; consistently provide products and services that meet or exceed the expectations of the customers.