



INTERNAL/EXTERNAL JOB POSTING

Working at Harbor Transit isn't just work. It's work that moves people, and we are proud of it! There is a sense of togetherness here that comes from knowing we are making a difference every day and doing good for our Tri-Cities. At Harbor Transit we are driven to help people from all stages of life. We empower our staff to serve our customers with professionalism, compassion, understanding, and a willingness to help; and, it shows!

Harbor Transit is currently searching for a **full-time, Bus Mechanic Trainee** to work closely with the mechanic to perform a variety of repair, maintenance, and custodial tasks. This role is designed to help individuals develop the skills and knowledge needed to become a certified mechanic.

Essential Functions

- Completes a variety of diagnoses and repairs; including but not limited to brakes; tire related services, including mounting, balancing, and flat repairs; and fluid changes.
- Participates in both on-the-job training and classroom training sessions on bus maintenance, diagnostics, safety, and regulatory compliance.
- Partners with the Operations Supervisor, Mechanic, and Safety & Training Specialist to produce a safe work environment that complies with all local, state, and federal laws, as well as with Harbor Transit's policies and procedures.
- Performs maintenance duties as assigned, including but not limited to landscaping, snow removal and salting, and miscellaneous building maintenance and repairs.

Qualifications

- One year of automotive or mechanical repair experience.
- Mechanic Trainee Permit, obtained within two months of employment.
- Valid driver's license. Ability to obtain, within three (3) months of employment, a State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s), a satisfactory driving record with less than four (4) points, and the ability to maintain one throughout employment is required. Points greater than four (4) will automatically disqualify an applicant from consideration.
- Ability to obtain and maintain a Federal Department of Transportation (DOT) Medical Certification.
- Must be able to follow the FTA Drug and Alcohol Program, as part of a safety sensitive position.
- Master Automobile Mechanic Certificate, obtained within two (2) years of employment.

Pay and Benefits

- Competitive hourly pay range of \$20.31 - \$24.02, and Paid time off (PTO).
- Health, dental, disability, and life insurance coverage.
- Generous retirement plan with a 12% employer contribution, including an additional health care savings plan with a 3% employer contribution.
- Educational and life-long learning opportunities.

How to Apply

- Review full job description and responsibilities of the position.
- Apply with a resume through email at: HR@harbortransit.org.
- Application Deadline: Friday, December 13, 2024, or until filled. Candidates are encouraged to apply early, as the application review process begins prior to the deadline.

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.



Job Description

Position: **BUS MECHANIC TRAINEE**
Department: Operations
Reports to: Operations Supervisor
Status: Regular, Full-Time, Non-Exempt
Pay Grade: 3
Revision: 11/24

SUMMARY:

Under the supervision of the Operations Supervisor, works closely with the Mechanic to perform a variety of repair, custodial, and maintenance tasks related to the upkeep of the transit fleet. This role is designed to help individuals develop the skills and knowledge needed to become a certified mechanic.

ESSENTIAL FUNCTIONS:

- Completes a variety of diagnoses and repairs; including but not limited to brakes; tire related services, including mounting, balancing, and flat repairs; and fluid changes.
- Communicates repairs that are necessary for the safety and operational efficiency of the vehicle to the mechanic and/or management. Recommends additional repairs and services pertaining to scheduled maintenance, vehicle enhancements, and/or upgrades as appropriate.
- Participates in both on-the-job training and classroom training sessions on bus maintenance, diagnostics, safety, and regulatory compliance. Completes required coursework and pass proficiency tests as needed. Maintains technical capabilities to ensure proficient, safe use of service equipment.
- Partners with the Operations Supervisor, Mechanic, and Safety & Training Specialist to produce a safe work environment that complies with all local, state, and federal laws, as well as with Harbor Transit's policies and procedures. Assists Safety & Training Specialist with Safety Data Sheets (SDS) management and audits.
- Washes, scrubs exterior body and windows of buses and trolleys; squeegees and/or cloth dries exterior body and windows of buses and trolleys; washes, scrubs and/or polishes interior walls, ceilings, floors, seats, windows, and related equipment of buses and trolleys; vacuums and/or sweeps floors of buses and trolleys; and disposes of trash from fleet vehicles.
- Cleans wash bay, garage floor and related equipment; sweeps the general area and disposes of trash from the wash bay.
- Reports to management or the mechanic any required maintenance and/or repair of cleaning equipment.
- Assists the department as necessary and works closely in any tasks that require two people
- Inventories and organizes cleaning supplies and related products for replacement and orders to management any supplies that are needed.
- Reports any vehicle damage, exterior or interior, to management.
- Assists in auditing and maintaining accurate records of maintenance work, repairs, parts usage, and inspections in the maintenance tracking system.
- Maintains logs and records of vehicle cleaning.

- Performs maintenance duties as assigned, including but not limited to landscaping, snow removal and salting, and miscellaneous building maintenance and repairs.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE AND TRAINING:

- A high school diploma or equivalent is required, completion of a technical or vocational training program in automotive or diesel mechanics is preferred.
- One year of automotive or mechanical repair experience.
- Mechanic Trainee Permit, obtained within two (2) months of employment.
- Master Automobile Mechanic Certificate, obtained within two (2) years of employment.
- Successful completion of the Harbor Transit Driver Training program.
- Valid driver's license. Ability to obtain, within three (3) months of employment, a State of Michigan Commercial Driver's License (CDL) with the appropriate endorsement(s), a satisfactory driving record with less than four (4) points, and the ability to maintain one throughout employment is required. Points greater than four (4) will automatically disqualify an applicant from consideration.
- Meet and maintain all Department of Transportation (DOT) physical examination requirements, including drug and alcohol screening.

KNOWLEDGE, SKILLS AND ABILITIES:

- Basic understanding of bus engine systems.
- Ability to learn and follow detailed repair and diagnostic procedures.
- Ability to interpret and apply technical instructions in diagram and text form.
- Good communication skills with all levels of staff and a willingness to ask questions and seek guidance.
- Knowledge of the methods, materials, and equipment used in vehicle cleaning.
- Knowledge of safety issues involved in using industrial cleaning products and in cleaning possible hazardous substances (urine, blood, vomit, etc.).
- Ability to work independently and complete assigned work in a timely manner.
- Ability to work constructively with others.
- Ability to maintain written logs and records of work performed.

PHYSICAL AND MENTAL DEMANDS:

- Moderate to heavy physical activity associated with repairing and cleaning large vehicles.
- Moderate to heavy lifting of up to 100 pounds.
- Must stoop, kneel, reach and climb to complete cleaning and repairs.
- Hearing, seeing, speaking.
- Reading, reasoning, problem solving.
- Communicating verbally and in writing to other employees.

WORK ENVIRONMENT:

This position works in a large garage setting where the noise level can be loud and fumes, fuel and cleaning solvents and chemicals are present. The work environment can be very cold or extremely hot, and this position may get wet when completing job duties.

WORK HOURS:

Work hours for this position may vary. Employees may be required to work evenings; weekends; and, holidays, outside of their normal schedule, to ensure continuous and reliable

service. Flexibility with varied work hours is required to meet the operational needs of Harbor Transit.

Acknowledgment:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

Employee Printed Name

Date

Employee Signature