

MECHANIC – 1st CLASS

DATE
AUGUST 2002

DEPARTMENT
MAINTENANCE

GENERAL

This position is responsible for performance of a number of maintenance activities. The duties and responsibilities are related to ensuring safe, efficient, and clean vehicles for our customers.

REPORTING

This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

WORK HOURS

The work hours for this position shall be those that are assigned by Management, and assigned in accordance with the collective bargaining agreement.

DUTIES

- Must perform required PA State Inspections to all Authority vehicles and be registered as such on Authority fleet records.
- Must perform diesel, gasoline, and/or CNG (as required) engine diagnosis, tune-ups, repairs and rebuilding.
- Must perform transmission diagnosis, repairs and rebuilding (as required).
- Must perform electronic (possibly computerized) diagnosis and repairs as necessary for all electronic systems.
- Must perform maintenance inspections and repairs for wheelchair lifts, ramps, and other accessibility equipment.
- Must perform electrical motor repairs and/or rebuilding.
- Must perform chassis repairs, maintenance and lubrication.
- Must perform computerized diagnosis and, as a result, make necessary repairs and/or rebuilds.
- Must perform preventive maintenance inspections per the manufacturer's recommendations and Authority requirements, and as a result, make any necessary repairs.
- Must be certified (Section 608 and 609) and perform any air conditioning servicing and repairs.
- Required to help and to teach 2nd and 3rd Class mechanics the skills necessary to become a 1st Class mechanic.

- Must perform all brake systems (hydraulic, air, electric, other) repairs. Must be certified, if required.
- Must perform all air system diagnosis and repairs.
- Must perform any/all routine maintenance functions on all Authority vehicles.
- Must perform all work associated with bodywork, painting, and repairs.
- Must perform fare box maintenance and repairs (manual and/or electronic) as necessary.
- Must perform road calls in all weather conditions, as required.
- Must perform road testing of all Authority vehicles in all weather conditions, as required.
- Must perform cleanliness monitoring of all Authority vehicles.
- Must participate in on-site and off-site training and re-training necessary to develop and maintain skills, as required.
- Must perform any report preparation, as necessary.
- Must perform accurate parts and repair record keeping and/or accountability.
- Must perform all duties required of 2nd Class Mechanic, 3rd Class Mechanic, and Service Person, as required.
- Must perform all duties with little or no supervision.
- Must perform other duties as assigned.

RESPONSIBILITIES

- Ensure vehicles can be operated in a safe manner.
- Complete all documentation of repairs performed and parts used.
- Ensure proper functioning utilizing road tests as necessary.
- Ensure all paper/computer work is correct and properly stored.

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to follow oral and written instructions with minimal supervision.
- Ability to cooperate with fellow employees.
- Demonstrated positive work ethic.
- Demonstrated ability to safely operate vehicle.
- Proven commitment to Focus on Excellence.
- Advanced mechanical skills and aptitude.
- Knowledge of diesel engine operations.
- Knowledge of transmission operation.
- Knowledge of electrical and electronic system operation.
- Ability to analyze and diagnose mechanical and electrical problems.
- Ability to learn new skills through a combination of on the job and classroom training.
- Ability to maintain records and complete reports.

SPECIAL EQUIPMENT

This position requires the use and operation of the vehicle wash rack. This position also requires the use of the tire-changing and tire-regrooving equipment.

This position requires the use and/or operation of hand tools and equipment necessary to perform maintenance. The equipment includes, in addition to hand tools, the use of:

- Welding equipment including cutting torch
- Vehicle lifts, hoists and jacks
- Fork lift
- Bench grinders
- Drill press
- Pipe and sheet metal shapers
- Impact wrenches, drill
- Hot water pressure washer
- Any and all new in-house equipment purchased.

SPECIAL REQUIREMENTS

- A current, valid Pennsylvania Class B driver's license with "B" restriction and "P" endorsement.
- Class "A" licenses, if required, for tow truck or "A" buses.
- A.C. Certifications for 608 and 609.
- State Inspection licenses, as required, for all company vehicles.

EDUCATION AND TRAINING

The minimum education requirement is a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.

PHYSICAL EFFORT

This position requires road testing of vehicles. The individual in this position must be able to operate vehicles that do not have power steering; thus, the operation requires the use of both hands. This position also requires prolonged periods of standing. In addition, the individual holding this position must be able to lift up to 100 pounds. Further, the employee must be able to perform bending and stooping movements while performing maintenance and service on a vehicle.

WORKING CONDITIONS

The individual performing this job is required to work in either the service or garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods creating temperatures similar to outside temperatures for short periods of time. The movement of vehicles and operation of engines in the service and garage areas results in occasional build ups of diesel exhaust fumes.

All work is typically performed in areas that are noisy, dirty, greasy and subject to temperature extremes. Possibility of cuts, bruises and scrapes.

MECHANIC – 2nd CLASS

DATE
AUGUST 2002

DEPARTMENT
MAINTENANCE

GENERAL

This position is responsible for performance of a number of maintenance activities. The duties and responsibilities are related to ensuring safe, efficient, and clean vehicles for our customers.

REPORTING

This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

WORK HOURS

The work hours for this position shall be those that are assigned by Management, and assigned in accordance with the collective bargaining agreement.

DUTIES

- Must perform required PA State Inspections to all Authority vehicles and be registered as such on Authority fleet records.
- Must perform diesel, gasoline, and/or CNG engine diagnosis, tune-ups and repairs.
- Must perform transmission diagnosis and repairs.
- Must perform electronic diagnosis and repairs on all systems.
- Must perform maintenance inspections and repairs for wheelchair lifts, ramps, and other accessibility equipment.
- Must perform electrical motor repairs and/or rebuilds.
- Must perform chassis repairs, maintenance and lubrication.
- Must perform computerized diagnosis of applicable systems, and, as a result, makes repairs and/or rebuilds.
- Must perform preventive maintenance inspections per the manufacturer's recommendations and Authority requirements, and, as a result, makes necessary repairs.
- Must perform air conditioning servicing and repairs (Technician must be certified in Section 608 and 609 requirements).
- Must perform repairs on all brake systems (Certain certifications may be required).
- Must perform air systems diagnosis and repairs.
- Must perform any/all routine vehicle maintenance on a wide variety of vehicle types.

- Must perform all work associated with bodywork, painting and repairs.
- Must perform roadcalls, as required, in all weather conditions.
- Must perform roadtesting, as required, in all weather conditions.
- Must perform accurate repair record keeping and parts disbursement records.
- Must perform cleanliness monitoring of all Authority vehicles.
- Must perform various building system, parts, and tool repairs as necessary.
- Must complete on-site and off-site training and re-training necessary to develop and maintain skills, as required.
- Must assist 1st Class Mechanic as required, and perform all duties associated with 3rd Class Mechanic and Service Person as necessary.
- Must be able to perform duties with medium amount of supervision.
- Must perform all other duties as assigned.

RESPONSIBILITIES

- Ensure vehicles can be operated in a safe manner.
- Proper completion of assigned repairs.
- Completion of all documentation of repairs performed and parts used.
- Ensure proper functioning, utilizing road test.
- Required to help and to teach 3rd Class mechanics the skills needed to become a 2nd Class mechanic.

SKILLS, KNOWLEDGE, AND ABILITIES

- Ability to follow oral and written instructions with minimal supervision.
- Ability to cooperate with fellow employees.
- Demonstrated positive work ethic.
- Demonstrated ability to safely operate vehicle.
- Proven commitment to Focus on Excellence.
- Intermediate mechanical skills and aptitude.
- Ability to analyze and diagnose mechanical and electrical problems.
- Ability to learn new skills through a combination of on the job and classroom training.
- Ability to keep records and complete reports.

SPECIAL EQUIPMENT

The position requires the use and operation of the vehicle wash rack. This position also requires the use of the tire-changing and tire-regrooving equipment.

This position requires the use and/or operation of hand tools and equipment necessary to perform maintenance. The equipment includes, in addition to hand tools, the use of:

- Welding equipment including cutting torch
- Vehicle lifts, hoists and jacks
- Fork lift
- Bench grinders
- Drill press

- Pipe and sheet metal shapers
- Impact wrenches, drill
- Vacuum pump and air conditioning equipment
- Hot water pressure washer
- Any and all new in-house equipment purchased.

SPECIAL REQUIREMENTS

- A current, valid Pennsylvania Class B driver's license with "B" restriction and "P" endorsement.
- State Inspection licenses, as required, for company vehicles.
- A.C. certification for 608 and 609.

EDUCATION AND TRAINING

The minimum education requirement is a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.

PHYSICAL EFFORT

This position requires road testing of vehicles. The individual in this position must be able to operate vehicles that do not have power steering; thus, the operation requires the use of both hands. This position also requires prolonged periods of standing. In addition, the individual holding this position must be able to lift up to 100 pounds. Further, the employee must be able to perform bending and stooping movements while performing maintenance and service on a vehicle.

WORKING CONDITIONS

The individual performing this job is required to move vehicles into and out of both the service and garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods creating temperatures similar to outside temperatures for short periods of time. The movement of vehicles and operation of engines in the service and garage areas results in occasional build-ups of diesel exhaust fumes.

The task of property maintenance also requires performance of functions, as necessary, outside under various weather conditions.

Work is typically performed in areas that are noisy, dirty, greasy and subject to temperature extremes. Possibility of cuts, bruises and scrapes.

MECHANIC – 3rd CLASS

DATE
AUGUST 2002

DEPARTMENT
MAINTENANCE

GENERAL

This position is responsible for performance of a number of maintenance activities. The duties and responsibilities are related to ensuring safe, efficient, and clean vehicles for our customers.

REPORTING

This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

WORK HOURS

The work hours for this position shall be those that are assigned by Management, and assigned in accordance with the collective bargaining agreement.

DUTIES

- Must perform preventive maintenance inspections and report problems to supervisors or technicians on duty, while making repairs as necessary.
- Must perform maintenance inspections and repairs for wheelchair lifts, ramps, and other accessibility equipment.
- Must perform training for drivers and others in pre-trip, preventive maintenance and safe operation of vehicles and accessories, as necessary.
- Must perform inspection and maintenance of all fluid levels.
- Must perform inspection and maintenance of chassis.
- Must perform vehicle greasing/lubrication and filter replacements.
- Must perform inspections, repairs and replacements of linkages and joints.
- Must perform repairs and replacement of interior and exterior lights.
- Must perform repairs to doors and mirrors.
- Must perform repairs and replacement of brakes.
- Must perform inspection to and repairs of necessary safety equipment.
- Must perform steam-cleaning functions required on Authority vehicles.
- Must perform cleaning of buses, inside and outside, including removal of trash, mopping floor, dusting of seats, ledges and dashboards, cleaning of windshield(s), inside and outside.
- Must perform cleaning, servicing and replacing of batteries and electrical components, cables and terminals.

- Must perform daily review of defect slips (driver write-ups) and repairs, as necessary.
- Must perform any minor repairs, as necessary.
- Must perform any minor body repairs, as necessary.
- Must provide assisting duties on roadcalls, as required, in all weather conditions.
- Must perform unit repairs, as necessary.
- Must perform vehicle changeouts as directed.
- Must perform general servicing of garage, including cleaning spills and other unsanitary or hazardous conditions, as well as placing tools and other miscellaneous items in their proper places.
- Must perform minor building and grounds maintenance and cleaning, as necessary, including trash removal, shelter cleaning, bus stop sign maintenance and repairs, weed removal, tree trimming, grass cutting and snow removal.
- Must perform maneuvering of vehicles around Authority buildings and grounds.
- Must complete on-site and off-site training and re-training necessary to develop and maintain skills, as required.
- Must assist, as required, 1st and 2nd Class Mechanics and Service Persons.
- Must perform all other duties as assigned.

RESPONSIBILITIES

- Proper completion of assigned tasks.
- Road test vehicles after performance of repairs.
- Ensure all documentation of parts use is complete.
- Ensure proper functioning utilizing road test.

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated ability to safely operate vehicles.
- Ability to cooperate with fellow employees.
- Ability to follow written or oral instructions with minimum supervision.
- Basic mechanical skills and aptitude.
- Ability to analyze and diagnose mechanical and electrical problems.
- Ability to learn new skills through a combination of on the job and classroom training.
- Ability to keep records and complete reports.
- Positive work ethic.
- Proven commitment to Focus on Excellence.

SPECIAL EQUIPMENT

The position requires the use and operation of the vehicle wash rack. This position also requires the use of the tire-changing and tire-regrooving equipment.

This position requires the use and/or operation of hand tools and equipment necessary to perform maintenance. The equipment includes, in addition to hand tools, the use of:

- Welding equipment including cutting torch
- Vehicle lifts, hoists and jacks

- Fork lift
- Bench grinders
- Drill press
- Pipe and sheet metal shapers
- Impact wrenches, drill
- Hot water pressure washer
- Any and all new in-house equipment purchased.

SPECIAL REQUIREMENTS

- A current, valid Pennsylvania Class B driver's license with "B" restriction and "P" endorsement, if required.

EDUCATION AND TRAINING

The minimum education requirements are a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.

PHYSICAL EFFORT

This position requires road testing of vehicles. The individual in this position must be able to operate vehicles that do not have power steering; thus, the operation requires the use of both hands. This position also requires prolonged periods of standing. In addition, the individual holding this position must be able to lift up to 100 pounds. Further, the employee must be able to perform bending and stooping movements while performing maintenance and service on a vehicle.

WORKING CONDITIONS

The individual performing this job is required to move vehicles into and out of both the service and garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods, creating temperatures similar to outside temperatures for short periods of time. The movement of vehicles and operation of engines in the service and garage areas results in occasional build-ups of diesel exhaust fumes.

The task of property maintenance may require performance of functions as necessary outside under various weather conditions.

Work typically performed in areas that are noisy, dirty, greasy and subject to temperature extremes. Possibility of cuts, bruises and scrapes.

SERVICE PERSON

DATE
AUGUST 2002

DEPARTMENT
MAINTENANCE

GENERAL

This position is responsible for performance of a number of maintenance activities. The duties and responsibilities are related to ensuring safe, efficient, and clean vehicles for our customers.

REPORTING

This position reports to the Director of Maintenance either directly or through the Shift Supervisor.

WORK HOURS

The work hours for this position shall be those that are assigned by Management, and assigned in accordance with the collective bargaining agreement.

DUTIES

- Must perform equipment fueling and servicing.
- Must perform inspection and cleaning of vehicles, including exterior, interior and windows.
- Must perform preparation of vehicles for maintenance inspections.
- Must perform routine battery, cable, and terminal maintenance.
- Must perform replacement of interior and exterior lights, as directed.
- Must perform tire replacement, as necessary.
- Must perform proper vehicle blocking (positioning for operation).
- Must perform fare box removal, as directed, in conjunction with dispatcher.
- Must perform tire rim cleaning and painting as necessary.
- Must perform tire regrooving, if directed.
- Must perform minor mechanical troubleshooting.
- Must perform replacement of marker lights, wiper blades, mirrors and advertising signs (if applicable).
- Must perform general maintenance of Authority property as required.
- Must perform cleaning and maintenance functions in service and garage areas.
- Must perform placement and removal of advertising signs (if applicable).
- Must perform proper maintenance of service records.
- Must perform proper checks and recording of fluid levels.

- Must perform proper checks and recording of tire numbers and pressures.
- Must perform proper records of tire tread levels.
- Must perform proper record keeping of mileage, hours, etc., as required and notify supervisors of any vehicle damages.
- Must perform visual inspections of vehicles for any leaks or other unsafe conditions and damages.
- Must perform cleaning and maintenance of bus stop shelters and Authority buildings and facilities.
- Must perform heavy and light cleaning in vehicles, buildings, halls, offices, shops and yards, as directed.
- Must perform operation of sweepers and other power cleaning equipment.
- Must perform maintenance of surrounding walks and grounds including grass mowing and shrubbery trimming and snow removal.
- Must perform shop and industrial area cleaning.
- Must perform minor repair work, as directed.
- Must perform loading/unloading of freight and/or furniture and equipment, as necessary.
- Must complete on-site and off-site training and re-training necessary to develop and maintain skills, as required.
- Must assist 1st, 2nd and 3rd Class Mechanics, as required.
- Must perform all other duties as assigned.

RESPONSIBILITIES

- Perform all assigned duties in a safe manner.
- Assure all vehicles are clean.
- Collection of vehicle defect reports for vehicles.

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated ability to safely operate vehicles.
- Ability to cooperate with fellow employees.
- Ability to follow written or oral instructions with minimum supervision.
- Basic mechanical skills and aptitude.
- Knowledge of basic automotive and/or diesel maintenance.
- Ability to use hand tools.
- Ability to learn new skills through a combination of on the job training and classroom training.
- Positive work ethic.
- Proven commitment to Focus on Excellence.

SPECIAL EQUIPMENT

This position requires the use and operation of the vehicle wash rack and hot water, pressure washer. This position also requires the use of the tire-changing and tire-regrooving equipment, as well as any new in-house equipment purchased required of this position.

SPECIAL REQUIREMENTS

- A current, valid Pennsylvania Class B driver's license with "B" restriction and "P" endorsement, if required.

TRAINING AND EDUCATION

The minimum education requirements are a high school diploma or general equivalency certificate. Completion of VoTech or similar course in maintenance is beneficial, but not necessary. Experience in mechanical maintenance is helpful.

PHYSICAL EFFORT

This position requires road testing of vehicles. The individual in this position must be able to operate vehicles that do not have power steering; thus, the operation requires the use of both hands. This position also requires prolonged periods of standing. In addition, the individual holding this position must be able to lift up to 100 pounds. Further, the employee must be able to perform bending and stooping movements while performing maintenance and service on a vehicle.

WORKING CONDITIONS

The individual performing this job is required to move vehicles into and out of both the service and garage areas. The service areas and garage are heated; however, movement of vehicles requires garage doors to be open for extended time periods creating temperatures similar to outside temperatures for short periods of time. The movement of vehicles and operation of engines in the service and garage areas results in occasional build ups of diesel exhaust fumes.

The task of property maintenance also requires performance of functions as necessary outside under various weather conditions.

Work typically performed in areas that are noisy, dirty, and greasy. Possibility of cuts, bruises and scrapes.