

Commission Administration
County Administrator
727
Grade S325

BRATS Administration
Director of Transportation
253
Grade S320

BRATS Administration
BRATS Fleet and Driver Manager
5546
Grade S312

BRATS Operations
PT Training Manager
0023
Grade 312

BRATS Administration
Accounting Manager
5597
Grade S319

BRATS Administration
BRATS Operations Manager
5547
Grade S312

BRATS Operations
Driver Supervisor
5609
Grade 309

BRATS Operations
Mechanic II
289
Grade 311

BRATS Operations
Bus Driver/Shop Assistant
401
Grade 305

BRATS Operations
Mechanic I/Bus Driver
2080
Grade 306

BRATS Administration
Grants Technician
5545
Grade 307

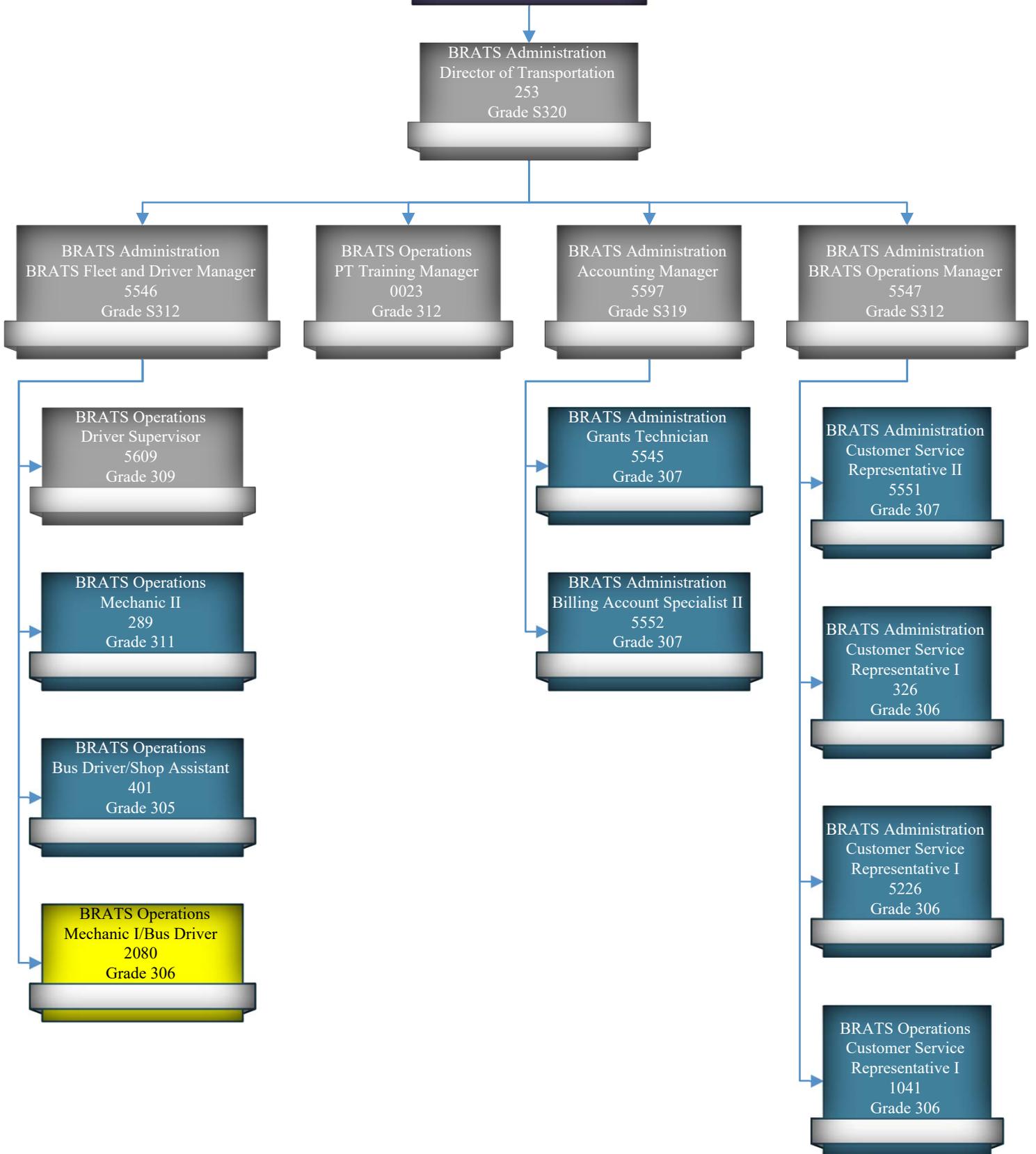
BRATS Administration
Billing Account Specialist II
5552
Grade 307

BRATS Administration
Customer Service
Representative II
5551
Grade 307

BRATS Administration
Customer Service
Representative I
326
Grade 306

BRATS Administration
Customer Service
Representative I
5226
Grade 306

BRATS Operations
Customer Service
Representative I
1041
Grade 306





POSITION DESCRIPTION

Title: Mechanic I

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: September 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Fleet and Driver Manager, BRATS

Subordinate staff: None

Internal contacts: Members of work group, County Employees

External contacts: General Public

Status: Classified/Non-Exempt (306)

Job Summary

Assist Mechanic II in mechanical repair and maintenance of gasoline and diesel-powered vehicles in the BRATS fleet, using standard practices and equipment of the automotive trade. On-call for emergencies and serve as back-up driver as needed/required.

Job Domains

A. Automotive Repair and Maintenance

1. Complete Preventive Maintenance Checklist in a timely manner.
2. Tune engines including testing/cleaning/replacement of spark plugs, adjusting timing, valves, carburetor needle, and replacement of coil, condenser and breaker points.
3. Assist Mechanic II in removing and disassembling major units such as; engine, transmission, differential, inspects parts for wear and reassembles.
4. Use diagnostic equipment to troubleshoot.
5. Repair and replace parts such as pistons, rods, gears, and bearings.
6. Overhaul and replace carburetors, generators, radiators, alternators, starters, distributors, and pumps.
7. Rewire ignition system, lights, instrument panels, and install electronic navigation devices.
8. Turn drums, realign and adjust brakes, aligns front end, repairs or replaces shock absorbers.
9. Replace and adjust headlights, and installs or repairs accessories such as radios, heaters, mirrors and windshield wipers.

10. Repair and/or replace A/C compressors and components.
11. Perform inspection on vehicles for safety issues on tires, engines, etc. including post-accident and new vehicle inspections.

B. Miscellaneous

1. Weld to repair broken or cracked frames, bars, plates, and other metal objects on machinery.
2. Replace batteries, hydraulic fluid, oil, antifreeze/coolant, etc.
3. Repair or replace tires.
4. Perform related mechanic duties as required.
5. Perform various duties including operation of transit buses.
6. Test repaired equipment to ensure operating efficiency.
7. Perform additional repairs as needed.
8. Maintain accurate records on all vehicle maintenance.

Knowledge, Skills, and Abilities

1. Verbal skills to communicate information to supervisors and co-workers.
2. Written skills to clearly and neatly complete routine forms and order parts.
3. Reading skills and ability to understand equipment and maintenance manuals, parts lists, and instructions.
4. Math skills to understand precision gauges to measure and fit parts.
5. Skills and ability to receive information about equipment problems.
6. Skills and ability in the use of hand and machine tools and equipment used in automotive repair.
7. Skills in the use of major items of electronic and mechanical shop equipment and machinery.
8. Skills in analyzing and diagnosing problems in automotive equipment.
9. Knowledge of safety rules, including accident causation and prevention.
10. Ability to work independently without close supervision.
11. Basic computer skills.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to provide personal hand tools.
3. Willing to travel as deemed necessary for maintenance training or to obtain up parts and material out of area.

Minimum Requirements

1. Possess a valid driver's license with CDL Class B endorsement, or attain a CDL Class B endorsement within six (6) months of employment, and be insurable by the County's insurance standards.
2. Experience in automotive repairs and maintenance.