



POSITION DESCRIPTION

Title: Mechanic II

Department: Baldwin Regional Area Transit System (BRATS)

Job Analysis: 7/1995, 4/2001, 06/2009, 02/2011, 02/2014, 10/2019, 09/2022

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: Scheduling Manager, Assistant Director of Transportation,
Director of Transportation

Subordinate Staff: None

Internal Contacts: Baldwin County Commission, County Administrator, County
Engineer, Co-workers

External Contacts: General Public, Business Community

Status: Classified/Non-Exempt (~~311~~ 312)

Job Summary

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 as needed. Must be willing to perform other duties as deemed necessary by management.

Job Domains

A. Automotive Repair and Maintenance

1. Complete the 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. Remove and disassemble major units such as engine, transmission, differential, inspects parts for wear and reassembles.
4. Use the diagnostic equipment for finding computer problems.
5. Repair and/or 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, and instrument panel.
8. Install radios and Mobile Data Systems.

9. Turn drums, realigns and adjusts brakes, aligns front end, repairs or replaces shock absorbers.
10. Replace and adjust headlights, and install or repair accessories such as radios, heaters, mirrors, and windshield wipers.
11. Perform inspections 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.
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 operations of transportation buses.
6. Test repaired equipment to ensure operating efficiency.
7. Perform additional repairs as needed.
8. Maintain accurate records on all vehicle's maintenance.
9. Maintain accurate vehicle information list including radio and mobile data computer information.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Verbal skills to communicate information to supervisors and coworkers.
2. Writing skills to clearly and precisely complete routine forms and order parts.
3. Reading skills to understand equipment and maintenance manuals, parts list, instructions, etc.
4. Math skills to understand precision gauges to measure and fit parts.
5. Listening skills to receive information about equipment problems.
6. Skills 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 operating various types of equipment.
9. Skills in analyzing and diagnosing problems in automotive and heavy construction equipment.
10. Knowledge of safety rules, including accident causation and prevention.
11. Ability to work independently without close supervision.
12. *Knowledge of federal and state requirement of vehicle maintenance for a transit fleet.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to provide personal hand tools.
3. Must be able to travel as deemed necessary for maintenance training or parts.

Minimum Requirements

1. Have a valid driver's license with CDL with Passenger Endorsement.
2. Experience in automotive and heavy equipment repairs and maintenance.