

CAPITAL AREA TRANSIT

POSITION TITLE: Specialist-Master Mechanic
DEPARTMENT: Maintenance
REPORTS DIRECTLY TO: Maintenance Supervisor
DATE: 06/07/2012

SUMMARY:

Performs highly skilled mechanical tasks in the diagnosis of malfunctions, repairs, preventive maintenance, adjustments, and sub-assembly overhauls on all CAT owned vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.
(Performs other assignments or duties as required.)

1. Diagnose and repair all major subsystems.
2. Provides high level support and technical assistance to other members of the maintenance staff on complex problems as needed.
3. Overhauls major sub-systems and sub-assemblies.
4. Ability to utilize various diagnostic tools such as laptop computer, multi-meter, scanners, etc.
5. Performs road calls.
6. Completes necessary paper work.
7. Maintains work area in a safe and orderly manner.
8. Must perform all duties required of lower classifications, as required.

JOB REQUIREMENTS: Requirements listed represent the knowledge, skill, and/or ability, mental/physical demands and work environments required to perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential knowledge, skills, abilities and experience are required at time of hire:

1. Must have a minimum of four (4) years experience working on engines, transmissions, brakes and electrical.
2. Computers and electronics knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
3. Mathematics knowledge of arithmetic, algebra and geometry.
4. A good working knowledge of all tools and equipment required to diagnose, troubleshoot and repair possible problems that may be experienced with engines, transmissions, electrical systems, vehicle suspension, braking systems (including pneumatic and hydraulic) well as ABS systems and compressed air systems.
5. Must be logical, active learner, with good reading, listening, and problem-solving skills.
6. Ability to follow oral and written instructions/directions.
7. Speak, write and read English well enough to perform the essential duties of the job.
8. Must consistently demonstrate the ability to safely operate all authority owned vehicles.
9. Ability to learn new activities and procedures relating to the position (i.e. new technology on new equipment).

PHYSICAL CONDITIONS/DEMANDS:

Must be able to stand for extended periods of time, frequently walk and climb steps, use hands and fingers, reach, sit, climb, stoop, kneel, crouch, crawl, talk, hear and see.

Must be able to lift and carry up to 50lbs.

For the most part working environment is moderately loud, dusty and dirty, diesel and gas fumes, temperature ranges from cold to hot as found in a typical maintenance shop environment.

LICENSES/EDUCATION:

Must possess at a minimum CDL Class B Pennsylvania Commercial Driver's License with a "P" endorsement and no air brake restriction.

Possess a Pennsylvania State Inspection License.

Must be ASE-Certified in one or more of the following areas: Master Transit Bus Technician, Master Medium – Heavy Truck Technician, Master Automotive Technician or Master Truck Equipment Technician.

Graduate of Community College, Trade School, Technical School or employer sponsored training programs covering at least engines, transmission, electrical, brakes and compressed air systems.

High School diploma or GED.

SPECIAL REQUIREMENTS:

Must possess a complete set of hand tools and tool box at time of appointment.

Must be able to work any shift and any schedule.

Must attend and successfully complete all necessary job related educational updates.

Must pass a job-offer employment physical and drug/alcohol screen prior to employment.

GENERAL SIGN-OFF: The employee is expected to adhere to all CAT policies and procedures. The employee understands that this job description reflects management's assignment of essential job tasks and any omission of specific statements of duties does not exclude them from the position. This job description does not constitute an employment agreement between CAT and the employee and CAT's management reserves the right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this general sign-off and job description.

Signature: _____ Date: _____