



530 E. Munising Ave.
PO Box 69
Munising, MI 49862
Ph: 906-387-4845
Fax: 906-387-2963

ALTRAN

Job Description

TITLE: Mechanic

General Summary

This position is under the direct supervision of the Operations Manager. It is responsible for fleet maintenance, repair parts, inventory, and is responsible for the garage, its contents, and the grounds. This is a full-time position, Monday – Friday, 7:00a.m. - 4:00p.m. including emergency on-call.

Typical Duties

1. Plan and perform preventive maintenance and repairs on the fleet; and other service contracts.
2. Within mechanics and facility's capability, perform all necessary repairs on the fleet.
3. Advise Operations Manager on needs of the garage, tools, service and maintenance program.
4. Arrange for competent vendor to perform work on fleet for repairs beyond mechanics or facility's capability or necessary due to time constraints.
5. Be familiar with the specific maintenance needs of each particular vehicle of the fleet.
6. Schedule vehicles for maintenance and repair, in consultation with the Lead Dispatcher, giving consideration to the needs of the fleet.
7. Be willing to respond to calls for service at all times unless on vacation.
8. Maintain a parts and supply inventory at a level in accordance with guidelines setup by the Operations Manager and the needs of the fleet.
9. Maintain and periodically review maintenance records on vehicles in fleet.
10. Be responsible for general order and cleanliness of garage and maintenance areas, organizing garage and advising the Executive Director on procedures and rules needed in garage area.
11. Procurement – Advise Executive Director on suitability of vehicles to be purchased or specifications to be issued for vehicle acquisition.
12. Attend driver's meetings at the request of Executive Director.
13. Provide training and instruction to drivers on pre-trip inspections, maintenance, proper operation, and vehicle check-out, as required.
14. Ability and willingness to respond to and communicate with drivers and other personnel in a courteous manner.
15. Periodically perform safety checks on vehicles in fleet.
16. Willing and capable of being educated on computers, for use of preventive maintenance and other maintenance related programs.
17. Ability to install, troubleshoot & maintain camera system on fleet.
18. Able and willing to attend available training and learning seminars, relating to job duties.

19. Maintain and review facility maintenance inspections as per plan.
20. Serve as a fill-in driver when needs of the service dictate and maintenance workload allows.
21. Keep garage area and parking lot snow-plowed, as needed.
22. Supervise bus maintenance assistant or community service workers, if used.
23. Follow OSHA and Altran safety standards to prevent work related injury or property damage.
24. Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel.

Minimum Employment Qualifications

Education:	High School Education or G.E.D. equivalent.
Certifications:	ASE preferred or State of MI in auto/light/heavy duty truck engine repair, brakes & air brakes, electrical, steering, suspension and other related bus repairs. CDL B License with P endorsement or ability to obtain
Experience:	At least five (5) years vehicle maintenance, with two (2) years bus/diesel experience.
Estimated On-The-Job Training Period:	Three (3) months
Physical Effort Required:	May involve lifting or moving objects up to 100+ lbs.

The qualifications above are guidelines: alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have read the Job Description and I understand what will be expected of me. I further acknowledge that the above statements are intended to describe the general nature and level of work being performed by people assigned to this job and they are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. I also understand that I am an AT-WILL employee of Alger Transit Authority-ALTRAN and that this Job Description does not constitute a contract of employment.

Signature _____

Date _____