



### **FACILITY AND EQUIPMENT MECHANIC I/II**

Facility and Equipment Mechanic I Salary Range- \$19.09-\$24.40

Facility and Equipment Mechanic II Salary Range- \$24.96-\$31.87

**This position may be filled at either the I or II level**

**A current Department of Motor Vehicle (DMV) printout H-6 must be submitted for consideration.**

**Open Until Filled**

### **FACILITY AND EQUIPMENT MECHANIC I**

#### **JOB SUMMARY**

Under the supervision of the Maintenance Administration Supervisor and Maintenance Supervisors, this position performs a variety of preventive maintenance and repair tasks to GCTD facilities and equipment. These tasks include maintenance, problem diagnosis, and repairs to building and office facilities, machinery and equipment. Equipment includes fuel systems, CNG fuel station, facilities electrical and plumbing, air conditioners and heaters (HVAC), bus wash, hydraulic lifts and garage equipment.

#### **ESSENTIAL FUNCTIONS**

The Facility and Equipment Mechanic I has the responsibility to:

- Perform scheduled preventive maintenance on equipment, facilities, and grounds.
- Perform electrical repairs to GCTD buildings, fixtures, and equipment. Repairs systems including air conditioners, boilers, compressors, hydraulics, and miscellaneous motors and pumps.
- Perform routine maintenance and repairs such as repairing leaks and unplugging drains and fixtures, replacing valves, filters and installing fixtures such as sinks and water heaters.
- Performs routine maintenance and repairs of electrical apparatus and distribution systems. This including panels, circuits, switches, solenoids, control boards, motors, generators, lighting, and three-phase industrial systems up to 480 volts.
- Perform routine preventive maintenance and repairs to compressed natural gas fueling station and related equipment.
- Perform routine preventative maintenance and repairs to bus wash, bus vacuum and related vehicle cleaning equipment.
- Perform maintenance on GCTD vehicles, including minor service, minor repair, and emergency road calls.

## OTHER JOB FUNCTIONS

- Document repairs and inspection tasks using maintenance software and daily log entries.
- Remove and store hazardous waste products.
- Perform basic carpentry and repairs to doors, walls, furniture and equipment.
- Operate GCTD vehicles including buses, sedans, trucks, vans and forklifts.
- May serve as lead person for Building Maintenance Worker.
- Perform other duties as assigned.
- May be assigned vacation coverage and temporary relief duties as required.

## MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent. Any combination of education and experience equivalent to one year of full-time training or education in Industrial Technology, Electrical Maintenance, or similar program at a recognized trade school, organization or apprenticeship or two years related experience performing mechanical and electrical facilities construction and/or maintenance, troubleshooting and repair. Minimum age of 21. Excellent driving record, DMV H-6 Print-out required.

and

Knowledge of:

- Basic electrical.
- Basic carpentry.
- Basic plumbing, valves and fittings.
- Equipment and safety procedure utilized in facility and equipment, maintenance and repair.
- Basic tools and chemicals used in grounds keeping, facility and equipment repair.
- Low and high voltage systems up to 480 VAC.
- Facilities maintenance repair and related construction.
- OSHA safe work practices.
- Computer software skills including word processing, spreadsheets, and database applications such as MS Office programs including Outlook, Word, Excel, etc.
- Time management principles.

and

Ability to:

- Safely and effectively use a variety of cleaning agents and chemicals.
- Learn on the job, relying on your knowledge and previous experience.
- Read and follow written and oral directions when performing maintenance and repairs.
- Perform clean up (possible biohazard) to transit buses and facilities.
- Tolerate routing exposure to cleaning agents, dirt, dust, vegetation and trash.
- Perform moderate physical labor.
- Lift and move objects weighting up to 60 pounds.
- Understand, speak, read and write English.

This position is designated safety sensitive and is required by the Federal Transportation Administration to have a drug and alcohol test administered prior to employment and subject to random drug and alcohol testing during employment.

## **FACILITY AND EQUIPMENT MECHANIC II**

### **JOB SUMMARY**

Under the supervision of the Fleet Manager, Maintenance Administration Supervisor and Maintenance Supervisor, this position is responsible for the maintenance of all GCTD agency-owned facilities, related equipment, as well as all CNG fueling station systems. This position performs a variety of preventative maintenance, complex technical diagnosis as well as minor and major repairs to GCTD facilities and equipment. Responsible for repairs performed on GCTD facility electrical, plumbing, HVAC and various other mechanical systems including a bus wash, CNG fuel station, hydraulic lifts and garage equipment; coordinate the work of Facilities and Equipment Mechanic I. Provides leadership for Facilities and Equipment Mechanic I, provide work directions, leadership, training and guidance in the daily maintenance and repair of GCTD facilities.

### **ESSENTIAL FUNCTIONS**

The Facility and Equipment Mechanic II has the responsibility to:

- Direct, provide guidance to Facility and Equipment Mechanic I, ensuring that all work assignments are properly completed.
- Perform the more complex problems as they arise and trains the new Facility and Equipment Mechanic I.
- Perform routine preventive maintenance and repairs to compressed natural gas fueling station and related equipment.
- Perform routine maintenance and repairs such as repairing leaks and unplugging drains and fixtures, replacing valves, filters and installing fixtures such as sinks and water heaters.
- Performs routine maintenance and repairs of major electrical apparatus and distribution systems to GCTD buildings fixtures and equipment. This including panels, circuits, switches, solenoids, control boards, motors, generators, lighting, and three-phase industrial systems up to 480 volts. Rebuilding electric motors and components.
- Maintains filing system for work orders, federal, state and local regulatory documents, invoices and other department documents.
- Perform routine preventive maintenance and repairs to compressed natural gas fueling station and related equipment.
- Perform routine preventative maintenance and repairs to bus wash, bus vacuum and related vehicle cleaning equipment.
- Perform maintenance on GCTD vehicles, including minor service, minor repair, and emergency road calls.
- Maintains records, spreadsheets, logs, reports, systems, certification, permits, etc., within city, county, state, and federal compliance requirements.
- Completes and/or performs special assignments and construction projects, utilizing skills including welding, painting, landscaping, masonry, etc.

### **OTHER JOB FUNCTIONS**

- Industrial machinery troubleshooting and equipment repair.
- Lighting and low voltage electrical distribution systems.

- Plumbing, pipe fitting, carpentry, painting, and general repair of building and facilities.
- Air compressor and compressed air distribution systems.
- Document repair and inspection task using maintenance software and daily log entries.
- Remove and store hazardous waste products.
- Perform basic carpentry and repairs to doors, walls, furniture and equipment.
- Perform interior and exterior painting, caulking and sealing.
- Perform assembling and/or moving furniture and equipment.
- Document repair and supply needs and report to Maintenance Administration Supervisor, Maintenance Supervisor or Fleet Manager.
- Operate GCTD vehicles including buses, sedans, trucks, vans and forklifts.
- Maintain and promote a safe work environment while complying with GCTD policies, rules and procedures.
- May serve as lead person for Building Maintenance Worker and Facility and Equipment Mechanic I.
- Perform other duties as assigned.
- May be assigned vacation coverage and temporary relief duties as required.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or completion of a GED. Four years of experience in building and/or equipment maintenance. Minimum age of 21. Excellent driving record, DMV H-6 print-out required.

and

Knowledge of:

- Electric Arc and gas welding procedures.
- Computer software skills including work processing, spreadsheets, and databases applications such as MS Office Programs including Outlook, Word, Excel, etc.
- Time Management Principles
- A/C electrical/High voltage.
- Basic electrical.
- Basic carpentry.
- Basic plumbing, valves and fittings.
- Equipment and safety procedure utilized in facility and equipment, maintenance and repair.
- Basic tools and chemicals used in grounds keeping, facility and equipment repair.
- OSHA safe work practices.
- Computer software skills including work processing, spreadsheets, and database applications.

and

Ability to:

- Safely operate hand and power tools used in maintaining buildings and facilities.
- Diagnose and correct malfunctions in industrial and automated facilities equipment.
- Read and comprehend instruction manuals, Safety Data Sheets (SDS), notices of regulatory compliance, etc. and act upon content.

- Listen attentively, analyze situations, interpret complex data, identify problems, recommend solutions, and evaluate outcomes to determine strategies to adopt an effective course of action.
- Prioritize, organize and perform multiple responsibilities to meet time constraints and deadlines.
- Communicate clearly and concisely with tact and diplomacy with the public, management, contractors, and other internal/external customers.
- Travel to and from offsite locations within reasonable timeframes.
- Learn on the job, relying on your knowledge and previous experience.
- Read and follow written and oral directions when performing maintenance and repairs.
- Safely and effectively use a variety of cleaning agents and chemicals.
- Perform moderate physical labor.
- Lift and move objects weighing up to 60 pounds.
- Understand, speak, read and write English

This position is designated safety sensitive and is required by the Federal Transportation Administration to have a drug and alcohol test administered prior to employment and subject to random drug and alcohol testing during employment.

**LICENSES AND OTHER REQUIREMENTS:**

The position requires the ability to obtain upon hire, a Class B California Vehicle Operator's License and endorsements. Position requires the ability to successfully be trained to operate a forklift.

Obtain rollaway tool box with tools required to perform facility and equipment repairs within one year of hire date.

**WORKING CONDITIONS:**

Environment

- Transit district offices, grounds, and passenger facilities.
- Bus maintenance garage and equipment.
- Presence of high pressure nature gas.
- Possible exposure to biohazards.

Physical Abilities:

- Frequent standing and walking for extended periods of time.
- Frequent bending, lifting and carrying.
- Repetitive use of hands for cleaning, grounds keeping and repair work.
- Climbing up and down stairs and ladders.

**EXAMINATION**

The examination will include one or more of the following parts:

- Application review
- Oral interview

## **DISCLAIMER**

This job description is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by the supervisor, department head or general manager.

## **HOW TO APPLY**

Applicants may obtain an application at [www.gctd.org](http://www.gctd.org)

To apply please submit a **GCTD application and H-6 DMV Print-out** by E-mail to: [hr@gctd.org](mailto:hr@gctd.org)

**Or in person or by mail to:  
GOLD COAST TRANSIT DISTRICT  
301 East Third Street, Oxnard, CA 93030**

## **SELECTION PROCESS:**

All applications will be evaluated on their related work experience and education qualifications. GCTD will invite the most qualified candidates for an exam and oral interview. All applications must be filled out completely and must clearly show that the minimum requirements are met. All statements made on the application are subject to investigation and verification. Invalid applications are subject to disqualification. **The GCTD applications must be fully completed. Any questions unanswered may cause you to be excluded from the selection process.**

## **PRE-EMPLOYMENT PROCESS:**

The pre-employment process includes a job specific pre-employment physical and drug screening to be completed by an industrial health clinic; criminal background and references will also be checked. All offers of employment are conditioned upon successful completion of this pre-employment process.

## **ABOUT GCTD**

Gold Coast Transit District (GCTD) is a special purpose transit district that provides public fixed route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. With nearly 4 million passenger trips provided each year, GCTD is the largest public transportation operator in Ventura County. The fleet includes 56 buses and 24 paratransit vehicles all powered by clean natural gas supplied by an on-site CNG fueling station. In 2014 Gold Coast Transit District was named Small Agency of the Year by the California Transit Association.

## **Employment Benefits**

Paid Vacations ▪ Paid Holidays ▪ Retirement Plan ▪ Cumulative Sick Leave ▪ Group Health Insurance ▪ Longevity Pay ▪ Life Insurance ▪ Deferred Compensation Plan ▪ Paid Physical Examination

## **Immigration & Control Act of 1986**

In order to comply with the provision of this law, all applicants prior to placement must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

**Equal Opportunity Employer**

Gold Coast Transit District is an Equal Opportunity (at will) Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual preference, gender identity, religion, age, veteran status, physical or mental disability, mental condition, or any other category protected by state or federal law.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959. EOE