



FACILITY AND EQUIPMENT MECHANIC I

Hourly Salary Range 19.09-24.40

Excellent Benefits & CalPERS Pension Plan

**A current Department of Motor Vehicles (DMV) print-out must be submitted for consideration
Open until Filled**

JOB SUMMARY

Under the supervision of the Director of Engineering & Construction or designee this position performs a variety of preventive maintenance and repair tasks to GCTD facilities and equipment. These tasks include maintenance and repairs to electrical and plumbing, and various other mechanical systems including a bus wash, a CNG fuel station and garage equipment.

ESSENTIAL FUNCTIONS

The Facility and Equipment Mechanic has responsibility to:

- Perform scheduled preventive maintenance on equipment, facilities and grounds.
- Perform electrical repairs to GCTD buildings, fixtures, and equipment. Includes testing circuits to locate problems, replacing switches, outlets and ballasts. Repairs miscellaneous motors and pumps.
- Perform routine plumbing repairs such as repairing leaks and unplugging drains and fixtures, replacing valves, filters and installing fixtures such as sinks, and water heaters.
- 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 repair and inspection tasks using maintenance software and daily log entries.
- Remove and Store hazardous waste products.
- Performs interior and exterior painting, caulking and sealing.
- Perform basic carpentry and repairs to doors, walls, furniture and equipment.
- Assist with assembling and/or moving furniture and equipment.
- Perform general clean up to equipment, buildings and grounds.
- Document repair and supply needs and report them to the Director of Engineering & Construction or designee.
- Must be available to work overtime if required.
- 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.
- Perform other duties as assigned.
- May be assigned vacation coverage and temporary relief duties as required.

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.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Basic electrical.
- Basic carpentry.
- Basic plumbing, valves and fittings.
- Equipment and safety procedures utilized in facility and equipment, maintenance and repair.
- Basic tools and chemicals used in grounds keeping, facility and equipment repair.

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 routine exposure to cleaning agents, dirt, dust, vegetation and trash.
- Perform moderate physical labor.
- Lift and move objects weighing up to 60 pounds.
- Understand, speak, read and write English.

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 natural 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, manager, director, or general manager.

HOW TO APPLY

Applicants may obtain an application at www.gctd.org.

To apply please submit **application and H-6 DMV Printout** by E-mail to: 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