



MECHANIC I/II

Mechanic I Salary Range- \$19.61-\$25.07

Mechanic II Salary Range- \$25.65- \$32.75

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

MECHANIC I

JOB SUMMARY

This class is the entry level position in the mechanic classification. Under general supervision, is responsible for routine maintenance and repair of transit buses, automobiles and support equipment; and to perform other duties as required.

Designated a safety sensitive position and required by the Federal Transit Administration to have a drug test administered prior to employment and subject to random drug and alcohol testing during employment.

ESSENTIAL FUNCTIONS

The Mechanic I has the responsibility to:

- Perform preventive maintenance and servicing of vehicles.
- Lubricate chassis, change transmission oil, engine oil, coolant and filters.
- Reline and adjust air brakes.
- Change bus tires.
- Remove and replace farebox components, bulbs, wiper blades, radiators, hoses, belts, pumps, batteries, alternators, voltage regulators, starters, etc.
- Make bus trades and road calls.
- Keep simple records and clean garage area.
- Assist senior mechanics with major mechanical repairs.
- Perform essential duties of utility personnel.
- Perform other related work as required.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent. A minimum of one year experience and/or formalized training in the servicing, maintenance and repair of light and heavy-duty vehicles equipment, in addition to basic math, communication skills and safe working practices. Minimum age of 21. Excellent driving record.

In addition, must have rollaway tool box and basic automotive tool set.

and

Knowledge of:

- Machine and hand tools used in automotive mechanical work.
- Automotive service and repair.
- Basic electrical theory.
- Shop safety practices.
- Basic computer skills.

and

Ability to:

- Follow written and oral instructions.
- Operate a bus.
- Read and legibly write English.
- Learn on the job, relying on knowledge and previous experience.
- Efficiently perform assigned tasks with sufficient mechanical aptitude.
- Understand and interpret procedures.
- Work safely with high pressure compressed natural gas fuel systems.

MECHANIC II

JOB SUMMARY

This class is the advanced journey level position in the mechanic classification. This position requires to work independently or under minimal supervision, performs skilled diagnostic, repair and maintenance work on GCTD buses, automobiles and support equipment; and other related duties as required.

Designated a safety sensitive position and required by the Federal Transit Administration to have a drug test administered prior to employment and subject to random drug and alcohol testing during employment.

ESSENTIAL FUNCTIONS

The Mechanic II has the responsibility to:

- Perform all types of repairs and vehicle inspections on CNG/diesel transit buses, automobiles and support equipment.
- Perform scheduled maintenance and repairs to facility equipment, such as bus wash, CNG fueling station, steam cleaner.
- Diagnose complex electrical and fuel system components on CNG/diesel transit buses.
- Use of hand tools, power tools and testing instruments, according to manual, factory specifications and performance criteria.
- Change out all vehicle components.
- Troubleshoot components and systems.
- Perform road calls and field repairs.
- Service and repair air conditioning systems.
- Read written work orders and complete written repair orders.
- Road test engines and transmissions to diagnose/correct problems.
- Perform other related work as required.
- Use appropriate protection equipment when using hazardous materials or when exposed to biohazards.
- Use appropriate lifting equipment when required to lift heavy components.

OTHER JOB FUNCTIONS

On a temporary basis Mechanic II, may be assigned responsibilities of other maintenance personnel. May instruct other mechanics.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent. Minimum three years' experience and/or formalized training in the servicing, maintenance and repair of heavy-duty vehicles equipment. Possess good basic math, reading and communication skills. Minimum age of 21. Excellent driving record.

In addition, must have a full set of mechanic's hand tools and rollaway toolbox for heavy duty vehicle maintenance.

WORKING CONDITIONS:

Environment

- Mechanic garage environment
- Driving a vehicle to conduct work
- Exposure to body fluid bio-hazards

Physical Abilities:

- Frequent walking for extended periods of time.
- Frequent lifting and carrying up to 10 lbs.
- Occasionally lifting and carrying up to 25 lbs.
- Occasionally lifting up to 100 lbs.
- Exposure to gas, fumes, solvents.
- Repetitive use of hands for mechanical repair.
- Climbing up and down bus stairs and ladders.

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

To apply, please submit the following:

- **GCTD application:** Applicants may obtain an application at www.gctd.org.

Or mail to:
GOLD COAST TRANSIT DISTRICT
1901 Auto Center Drive, CA 93036
Or by E-mail to: hr@gctd.org

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.**

EXAMINATION

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

- Application review
- Written Exam
- Oral interview

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
- Cumulative Sick Leave
- Retirement Plan
- 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