



ITEM # 9

DATE: April 2, 2014

TO: Board of Directors

FROM: Alex Zaretsky *AGZ*
Human Resources Manager

Robert H. Lurie *RL*
Director of Fleet and Facilities

SUBJECT: Consider Approval of a New Position Description for Electronic Mechanic ("E" Mechanic)

I. Executive Summary

GCT's mechanical work load has expanded to include the need of a specialized range of mechanic that performs the duties of a Mechanic and specializes in the repair of bus' electronic components and equipment. Creating this position will allow GCT to provide specific training focused on electronic components and systems, and adding this position will relieve other mechanics from performing these duties and increase the overall efficiency and performance levels in the Maintenance Department. Staff recognized the need for this specialized position and included the increased salary requirements in the current fiscal year maintenance budget. Staff recommends the creation of this new position and approval of this job description titled Electronic Mechanic.

II. Discussion

Creating this position will allow GCT's Maintenance Department to broaden its skill set in some important functional areas. The Electronic Mechanic position description includes the essential responsibilities as a mechanic, such as performing the scheduled maintenance and repairs to transit buses, automobiles and support equipment. In addition the Electronic Mechanic performs scheduled maintenance and repair to GCT's fare boxes, revenue collection and camera systems, voice annunciation equipment, passenger counters, two way radios and other specialized electronic support equipment connected to public transit.

This new position description additionally places emphasis on knowledge, skills and experience in the field of electronic repair and other support functions associated with fleet repair, management, maintenance and record-keeping.

The requirement for this specialized class of mechanic was addressed in the FY 2013-14 budgets; last June the Board approved a budget which included a mechanic position specifically to address this requirement.

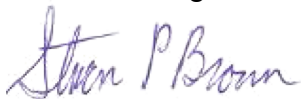
The wage scale for this position will be set based on the existing Mechanic I, II and II wage scales, with an additional \$1.00 per hour apportioned to this position based on the additional skill set needed for this specialty. The hourly range for the Electronic Mechanic starts at \$ 16.25 at the Mechanic I entry level to \$ 27.61 at the Mechanic III top level. Attachment "A" is the proposed final version of the Electronic Mechanic position description.

GCT staff met and conferred with SEIU 721 regarding this new position description on March 18, 2014, at the union's request. Initially SEIU suggested that the salary range should start at a Mechanic II level. Management stated that the salary range is based on the level of skill sets and experience offered by an applicant. The entry level Electronic Mechanic I range offers someone with limited skill sets and experience an entry level position. At the conclusion of the meeting, the union indicated no objection.

III. SUMMARY AND RECOMMENDATIONS

IT IS RECOMMENDED that the Board of Directors approve the Electronic Mechanic position description.

General Manager's Concurrence



Steven P. Brown

**GOLD COAST TRANSIT
JOB DESCRIPTION**

CLASSIFICATION TITLE: Electronic Mechanic

REPRESENTED: Mechanic Unit

OVERTIME STATUS: Non-Exempt

REPORTING STATUS: Maintenance Supervisor

SUPERVISES: None

DATE AUTHORIZED: 2014 New Position Effective: 4/2/2014

JOB SUMMARY

This position is a specialized class of mechanic who performs troubleshooting and repair to electronic systems and equipment. Independently or under minimal supervision, performs skilled diagnostic, repair and maintenance work on Gold Coast Transit 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 E Mechanic has responsibility to:

- Perform all levels of inspection, scheduled maintenance and repairs to transit buses, automobiles and support equipment.
- Perform scheduled maintenance to GCT fare boxes, revenue collection equipment, camera systems, voice annunciation equipment, passenger counters, two way radios and other district electronic equipment utilized on buses and support equipment.
- Troubleshoot and repair complex electrical components on CNG transit buses, support vehicles and related equipment.
- Use of hand tools, power tools and testing instruments, according to manual, factory specifications and performance criteria.
- Change out all vehicle components.
- Perform road calls and field repairs to buses and support vehicles.

- Read written work orders and complete written repair orders.
- Utilize computer driven maintenance software to schedule PM's, identify trends, and record system data.
- Road test engines and transmissions to diagnose/correct problems.
- Perform other related work as required.

OTHER JOB FUNCTIONS

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

RANGE DIFFERENCES

All positions will be assigned to Range I unless meets requirement for Range II.

Range III requires a regular assignment and significant time of responsibilities as lead personnel, in the absence of a supervisor.

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 and equipment. Demonstrated hands on experience repairing and maintaining transit vehicle electrical system components, fare collection equipment, camera equipment, including automotive and other vehicle based electronics. 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.

and

Knowledge of:

- Construction, assembly, repair and maintenance of heavy duty trucks or buses including electrical systems and electronic components.
- Operation and repair of CNG engines, hybrid electric systems, and automotive power plants.
- Operation and repair of fare collections equipment, vehicle camera systems, voice annunciation equipment, radios and other electronic components.
- Use of electronic testing equipment including engine diagnostic software, OBDII, fare box test stand, camera software and other testing equipment as needed.
- Use of machine and hand tools used in mechanical work, including drills, grinders, micrometers, reamers and brake lathe.
- Automotive equipment, repair and servicing.
- Equipment lubrication and servicing.
- Good safety practices.
- Basic computer skills.

and

Ability to:

- Follow written and oral instructions.
- Learn on the job, relying on knowledge and previous experience.
- Operate a bus.
- Read and write in English.
- Efficiently perform assigned tasks with high level mechanical aptitude.
- Understand and interpret procedures.
- Safely work with high pressure compressed natural gas fuel systems.
- Use appropriate personal protection equipment when using hazardous materials or when exposed to body fluid or biohazards.
- Use appropriate lifting equipment when required to lift heavy components.
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LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain upon hire, a valid Class B California Vehicle Operator's License with passenger endorsement.

Possess or obtain an Air Conditioning (AC) certification.

Possess or obtain air brake repair certification.

WORKING CONDITIONS:

Environment

- Mechanic garage environment
- Driving a vehicle to conduct work
- Use personal protection equipment when exposed 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 (with help from others or use of specialized lift tools).
- Use personal protection equipment when working with gas, solvents and fumes.
- Repetitive use of hands for mechanical repair.
- Climbing up and down bus stairs and ladders.