



Job Description

**MAINTENANCE
MECHANIC APPRENTICE**

**Position Code: A_MO17
Salary Grade: A_H2**

SUMMARY

In an apprenticeship/training capacity, performs bus and subsystem maintenance and repair functions. Performs diagnosis, and repairs of bus systems, subsystems and assemblies requiring light, moderate, and advanced mechanical work.

REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

- Performs minor repairs
- Removes/disassembles components and sub-components.
- Performs component cleaning and prepares for assembly.
- Assists mechanics with assembly and installation of components and sub-components.
- Operates a variety of power tools and equipment.
- Drives buses as needed for repairs.
- Cleans tools and work area.
- Submits work summaries to Trainer

QUALIFICATION GUIDE

Knowledge of:

- Automotive and/or bus engines, transmissions, air conditioning, charging and starting systems, and related equipment.
- Methods and procedures used in servicing mechanical equipment.
- Tools, precision instruments, equipment, and procedures used in general repairs of average difficulty.
- Decimals and fractions as related to vehicle maintenance.

Ability to:

- Identify and inspect automotive or diesel engines, transmissions and other parts.
- Clean and service equipment.
- Dismantle and reassemble equipment or parts and make mechanical repairs of average difficulty.
- Operate necessary tools used in repairing and servicing vehicular equipment.
- Follow instructions.
- Use service and parts manuals and keep accurate records on repairs and parts completed.
- Work any shift at any agency location.
- Establish and maintain effective working relationships.
- Utilize automated maintenance system.



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- Work different shifts
- Drive a truck
- Communicate effectively and precisely
- Maintain accurate inventory records and reports

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a high school diploma and six months in mechanical/vehicular repair experience which demonstrates ability to perform mechanical repair work of average difficulty.

WORKING CONDITIONS/PHYSICAL ACTIVITIES

Any combination of education and experience equivalent to high school graduation and two years' experience in inventory control, automotive equipment parts, maintaining computerized records. APICS Certification desirable.

SPECIAL REQUIREMENTS & CERTIFICATIONS

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. ATN provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)

- Must possess a Class C driver's license.
- Required to provide a DMV H6 printout (or equivalent if out-of-state) upon request. Must have a good DMV record in accordance with company standards.
- Must have the ability to obtain a Class B license with no air brake restrictions and Passenger (P) endorsement within the introductory period (training will be provided)
- Applicant is required to present a Class B driver's permit upon date of hire.
- Must possess the necessary hand tools to perform the job and approved steel-toed shoes for wear on the job.
- Employee will be governed by the Apprentice Mechanic Guidelines Agreement.

SAFETY SENSITIVE

Positions in this job classification are considered safety sensitive and are subject to drug and alcohol testing, including but not limited to pre-employment testing, post-accident testing and random testing, under Federal Transportation Administration (FTA) drug and alcohol regulations, and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655. Please refer to the OCTA Drug and Alcohol Policy Manual for additional information

- Good driving record in accordance with agency standards
- Necessary tools to perform the above duties
- Possession of steel-toed safety shoes to wear on the job