



## Job Description

### MAINTENANCE TECHNICIAN

Position Code: A\_MO17  
Salary Grade: A\_H3-7

#### SUMMARY

Mechanic/Technician will perform routine maintenance and repairs on all fleet vehicles and shop equipment and facility. Duties required to perform are consistent with specific skill levels associated with the level of experience and training.

#### 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.*

- Must be able to pass a pre-employment drug screen and random drug testing.
- Diagnoses, repairs, and maintains vehicle power trains, including but not limited to, engines, transmissions, drive shafts, differentials, and related subcomponents
- Diagnoses, repairs, and maintains vehicle brake, steering, and suspension systems.
- Diagnoses, repairs, and maintains electrical systems and components. Must be able to read and understand electrical schematics
- Diagnoses, repairs, and maintains heating, ventilation, and air-conditioning systems.
- Adjusts, repairs, or replaces damaged body parts and window glass.
- Must have required years professional automotive or mechanical experience, or can show reasonable capabilities to perform these duties.
- Must have a full set of tools including diagnostic and specialty tools.
- Have or have ability to obtain related certifications for the perspective duties.
- Communicates, and consults with all levels of employees.
- Performs related duties, as required.

#### QUALIFICATION GUIDE

##### Knowledge of:

Air conditioning, brakes, electrical, engines, steering, suspension, transmissions, and alternate fuel systems.

##### Ability to:

- Read and interpret parts catalogs, both online and manual copy
- Operate a forklift and other related material handling equipment
- Lift and transport various sizes and shapes of bus parts and equipment that may be of considerable weight, up to 75 pounds
- Utilize a personal computer
- Speak, read, and write the English language



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### **PARTS WAREHOUSE SUPERVISOR**

**Position Code:** A\_MO17  
**Salary Grade:** A\_H3-7

- Work different shifts at various agency locations
- Drive a truck to one or more agency locations per shift
- Communicate effectively and precisely
- Maintain accurate inventory records and reports.

### **EDUCATION AND EXPERIENCE**

Any combination of education and experience required to perform mechanical repairs of advanced difficulty. Experience in California DMV smog certifications preferred, but not required.

### **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.

*(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.)*

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: Reaching, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, and Repetitive Motions in computer use.

### **SPECIAL REQUIREMENTS & CERTIFICATIONS**

Valid California Driver License. Pre-employment drug screening and background check is required. ATN is an equal opportunity & affirmative action employer.

At this level, Technicians shall have knowledge of construction, installation and operation of all basic systems including but not limited to engines, transmissions, brakes, suspension, steering, fuel, starting, charging, cooling, exhaust, drivelines and axles and heating and air conditioning as well as various techniques for removing, replacing, cleaning, and installing a variety of parts, components, and accessories. They shall have the ability to determine when parts should be cleaned and reinstalled or replaced with standard parts. They shall have a basic understanding of electricity and hydraulics, and the skill needed to make adjustments and settings, such as performing engine tune-ups, setting engine timing according to specifications, and adjusting brakes and power steering mechanisms. They shall have a basic understanding of on-board computer diagnostic systems and other test equipment, and the ability to test automotive computer control systems and emission systems. They shall have extensive knowledge of the laws and



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regulations published by the Department of Transportation Code of Federal regulations 49 sections 38, 393 and Subpart B, Appendix G Out of service Criteria. They shall have the ability to perform thorough PM inspections noting all defects found on vehicles. They shall be skilled in using basic tools common to the

occupation (e.g., wrenches, sockets, ratchets, impact wrenches, torque wrenches, pliers, brake tools, and screwdrivers); in operating equipment common to the trade (e.g., front-end alignment and wheel balancing equipment, turning and grinding equipment for servicing brake drums and discs or rotor assemblies, and drilling and pressure bleeding devices); and in operating a small variety of test equipment (e.g., engine analyzers, capacity testers to determine if batteries are discharging or need replacement, hand-held computer diagnostic equipment, circuit testers, micrometers and dial indicators, tachometers, dwell meters, and battery hydrometers). They shall have a basic understanding of the makeup and operation of the various individual systems and their interrelationships to analyze test results in order to locate improperly functioning parts for repair or replacement. They shall have the ability to read and interpret parts manuals and manufacturers' repair manuals in English.

- Must be at least 21 years of age.
- Must have a high school diploma or equivalent.
- Must be able to obtain the appropriate Driver license required for the fleet.
- Must have a valid Class B CA Driver License with P endorsement
- 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

### 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

- Must have a valid Class B CA Driver License with P endorsement
- 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