

**Tompkins Consolidated Area Transit, Inc. (TCAT)**  
**Position Description**

<b>Position Title:</b> Mechanic I	<b>Department:</b> Maintenance
<b>Working Title:</b> Mechanic I	<b>Classification:</b> Hourly Non-exempt
<b>Reports To:</b> Vehicle & Facility Maintenance Manager	<b>Revision Date:</b> 4/06/2023

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**Position Summary:**

The Mechanic I has demonstrated ability to work independently in the performance of routine servicing and preventive maintenance of the transit fleet. As part of a team of mechanics possessing a diversity of skills, the mechanic performs highly skilled work involved in, but limited to diagnosing, rebuilding and repairing of major components of engines and systems on all or some of the following: diesel, gas and alternative fuel engines.

**Essential Functions:**

90% Performs and assumes responsibility for:

- routine servicing and preventative maintenance of transit fleet including lubrications, oil changes, tire repairs, welding, tune-ups, electrical repairs, body and paint repairs
- completing major repair work including: engine overhaul or replacement, clutch replacement, standard and automatic transmissions, drive line, differential, air brakes, body modifications, diesel and gas engine repair
- using specialized electronic equipment for diagnosis and repair of computerized controls on engines and transmissions
- completing work orders on all repair and maintenance work performed
- using the computerized maintenance records to enter data, check on recent repairs and to review past history on vehicles
- responding to emergency road calls
- assisting with on-the-job-training of new mechanics

**Nonessential Functions:**

5% Completes shop maintenance including:

- minor repairs on overhead doors, repair and maintenance of all shop equipment, hoist, air compressor, bus washer, jacks and other small tools
- clean-up of work-area

5% Other duties as assigned by the supervisor including but not limited to:

- assisting bus handlers or mechanics in the operation of the fluid management system and bus washing.

**Qualifications:**

- Must possess high school diploma or equivalent (e.g. GED).
- Graduation from an accredited school with certification in diesel technology is desirable.
- Minimum three years mechanical experience working on diesel engines in a heavy equipment environment with vehicles over 18,000 pounds.

- Skilled in the use of tools necessary for the maintenance and repair of heavy duty equipment (e.g. drill press, welders, hoists, hydraulic press, bus washer).
- Must be experienced in air brakes diagnosis and repair.
- Must possess a commercial driver's license (CDL) with air brake endorsement or obtain license within 3 months of hire date.
- Must pass a pre-employment drug test and be subject to random drug and alcohol testing.
- Must provide basic mechanic hand tools.
- Demonstrated ability to work effectively with peers and to work independently.
- Strong communication skills and a positive attitude.
- Ability to read and follow written instructions.
- Ability to exercise good judgment with respect to bus repairs and equipment safety.
- Ability to use computer and access information.
- Must follow established policies and procedures of TCAT.

**Working Conditions:**

- Contact with diesel fuel, fluids, petroleum products, toxic fumes and solvents.
- Perform work inside or outside garage and exposed to inclement weather, icy conditions.
- Noise level is moderately loud due to running of gas and diesel engines and running of maintenance equipment such as lifts, air compressors, etc.
- Ability to work first, second or third shift.
- Occasional overtime may be required as approved by management.

**Physical Demands:**

- Must be able to lift up to 100 pounds.
- Work requires the ability to reach, bend, twist, stoop, kneel, crawl, crouch and climb ladders on a regular basis in the performance of mechanical work.
- Required to use hands, fingers and arms to reach, handle or operate objects, tools, or controls.
- Stands and walks for long periods of time in the performance of duties.
- Ability to frequently hear and talk to receive directions and interact with mechanics and management.
- Specific vision abilities required to include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

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*Signature*

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*Date*

*This job description is stated in general terms and does not describe all duties which may be assigned or required. The job description is subject to change by the employer as the need of the employer and requirements of the job change.*