



POSITION: BUS MECHANIC - BUS DIVISION (PS101264)

Positions located in San Rafael, CA

Positions represented by International Automotive Machinists, Local #1414

SALARY RANGE: Day Shift \$45.99 per hour
Swing Shift \$45.99 per hour + 10% differential pay
Graveyard Shift \$45.99 per hour + 15% differential pay
40 hour work week
(Employee pays 7% of salary/wage toward CalPERS retirement plan)

OPEN TO: All Qualified Candidates

OPENINGS: 1 and to Create an Eligibility List

DATE POSTED: Wednesday, March 7, 2018

CLOSING DATE: Open Until Filled
Next Review Date of Applications: Friday, April 17, 2020

POSITION SUMMARY:

Under supervision, performs inspection, maintenance, troubleshooting, diagnosis, repair, removal, replacement and testing necessary to maintain all District vehicles, including record keeping and written verification of work accomplished as directed.

ESSENTIAL RESPONSIBILITIES:

- Responsible for major rebuilding, repair and/or removal and replacement of engines, transmissions, clutches, differentials, turbochargers, pumps, motors, injectors, cylinder heads, compressors and hydraulic systems, air brake, air systems, steering, air conditioning, and electrical systems and associated vehicle parts.
- Provides minor and incidental repairs to vehicles in general, including manufacture and/or repair of components to maintain equipment.
- Performs ongoing preventive maintenance, inspections and procedures, as directed, to provide the safest, cleanest, most economical and dependable transportation possible for District utilization.
- Provides normal and reasonable care of all District-owned property and tools provided
- Directly responsible for written communication concerning ongoing status of repairs completed, repairs in progress and outstanding repairs necessary to safely and economically provide vehicles for District transportation needs.
- Participates in general repairs necessary to all mechanical equipment supplementary to vehicle repairs and maintenance as directed.
- Generates and completes work orders in a Computerized Asset Management System (IBM Maximo).
- Assists apprentice mechanics, new employees and current employees in pursuing a high level of production, reliability and safety.
- Adheres to the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of:

- Common maintenance and repair practices related to heavy duty diesel engine, transmission, steering, electrical, electronic controls, air, hydraulic, brake, fuel and power train systems.
- Common maintenance and repair practices relating to multiplex and programmable logic controller electronic control systems.
- District Policies and Labor Agreement (MOU) Provisions.
- Occupational health and safety rules and working practices applicable to this position.

Skills or Ability to:

- Use grinders, drill press, diagnostic computers, digital volt/ohm meters, smog testing equipment and other tools and equipment commonly found in a bus/truck fleet shop environment.
- Troubleshoot, diagnose, repair and/or replace components common to bus, truck, and automotive equipment fleets.
- Read, understand, follow and/or apply oral and written instructions such as complex technical instructions in maintenance manuals, wiring diagrams and schematics, and technical service publications.
- Communicate clearly and effectively both orally and in writing.
- Establish and maintain cooperative and productive working relationships.
- Perform computerized data entry and basic business office technology functions such as use of email, data entry, work order processing and materials requisition.

MINIMUM QUALIFICATIONS:

Education and/or Experience: 1) Completion of four (4) year apprenticeship program or approved equivalent; OR four years' full-time experience in the repair of heavy duty diesel engines, air brakes, transmissions, differentials, and D.C. electrical; 2) Experience in the operation of machine tools common to repair shops, such as grinders, drill press, valve facers, lathes, boring bars, presses, etc.

Required License: Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations within the last 3 years. No DUI's or Reckless Driving violations within the last 7 years. Must be able to obtain a Class A or B license with "P" endorsement within the six-month introductory/probationary period. Operates District vehicles on a regular basis.

Physical Requirements: Occasionally lift up to 100 lbs. maximum with assistance. Frequently lift, carry and manipulate up to 50 pounds. Working inside and outside in all weather conditions. Works around fumes, odors and dust in an occasionally high noise level environment with appropriate personal protective equipment.

REQUIRED TOOLS:

- Must have a full set of journey level hand tools to accomplish assigned work.

HOURS:

- Shifts are scheduled based on seniority in classification.
- Maintenance Department operates 7 days per week, 24 hours per day.
- Must be available to work all shifts.

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District’s Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add '@goldengate.org' as an accepted address to any email blocking or spam filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. **GGBHT Online Employment Application.**
2. **Resume** (Scan and attach as PDF to your online application).
3. **Evidence of completion of a four-year apprenticeship or equivalent** (Scan and attach as PDF to your online application).
4. **DMV K4** Print-out which can only be requested from any DMV office. (Scan and attach as PDF to your online application). This report provides information on your driving record.

For External Applicants: DMV K4 Print-out dated within 30 days from the date of job posting (Scan and attach as PDF to your online application)

For Internal Applicants: For Regular, Full-time employees who are part of the Pull Notice Program, the Human Resources Department will request for your DMV report. For Casual/Temporary/Provisional employee, please request your DMV K4 Print-out from any DMV Office.

SELECTION PROCEDURES will include:

- Skills Assessment Examination
- Oral Panel Interview
- Department Interview for final candidates
- Medical Examination, post offer of “conditional employment” (this includes a drug test, physical and a functional performance physical.)*
- Background, Employment and Security Investigation

* *This position is classified as U.S. Department of Transportation – Federal Transit Administration “Safety Sensitive.” Under DOT FTA regulations, employees in “Safety Sensitive” positions are subject to pre-employment, reasonable suspicion, post-accident, random and return-to-duty drug and/or alcohol testing.*

***The District will only invite those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process.*

AN EQUAL OPPORTUNITY EMPLOYER

The Golden Gate Bridge, Highway and Transportation District provides equal employment opportunity for all qualified persons based on merit and other job-related factors without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical and mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions) gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves, domestic violence victim status, political affiliation and any other status protected by state or federal law.

Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. Please contact Human Resources at (415) 257-4535 to request assistance with an Employment Application. To request a job-related examination process accommodation, please submit your request to Human Resources with sufficient time to allow the District to consider the reasonableness of the request.

Revised 12/30/2019

Revised: 04/03/2020 AD

Human Resources Administration
Human Resources Department
GGBHTD
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