



**POSITION:**           **MECHANIC APPRENTICE - BUS**  
**BUS DIVISION (PS101337)**  
Position located in San Rafael  
Position represented by International Automotive  
Machinists, Local #1414

**SALARY RANGE:** **Day Shift           \$31.27 per hour**  
**Swing Shift           \$31.27 per hour + 10% differential pay**  
**Graveyard Shift    \$31.27 per hour + 15% differential pay**  
*\*Starts at 68% of Journey-Level Wage with Wage Progression Commensurate  
With Skill Level Progression. Current Journey-Level Wage is \$45.99 per hour.  
40 hour work week.*  
*\*\*Employee pays 7% of salary/wage toward CalPERS retirement plan*

**OPEN TO:**           **All Qualified Candidates (please state which position you are applying for)**

**DATE POSTED:**    **June 30, 2021**

**CLOSING DATE:**   **July 16, 2021**

**OPENINGS:**       **One (1) Body & Fender Mechanic Apprentice**  
**One (1) Building & Maintenance Mechanic Apprentice**  
**Two (2) Bus Mechanic Apprentices**

*An Eligibility List will be created for all positions*

## **POSITION SUMMARY**

The Bus Mechanic Apprentice program is a rigorous four-year apprentice training program consisting of approximately 8,000 hours of paid on-the-job training (OJT) along with a minimum of 576 hours of supplemental college-level curriculum for each classification. Specific OJT, evaluation, and supervision are provided by Bus Division shop personnel and overall apprentice performance is evaluated and managed by San Francisco Peninsula Automotive and Machinist Joint Apprenticeship Committee (JAC). Required supplemental curriculum is completed on the employee's own time and outside of established shift hours. This is a State of California sanctioned apprenticeship program with successful and satisfactory completion of all program requirements culminating in award of journeyman transit mechanic certification from the State of California Division of Apprenticeship Standards (DAS). While it is expected that successful apprenticeship program completion will result in regular full-time journey-level employment with the District's Bus Transit Division, full-time journey level employment upon completion of the program is subject to the District's ongoing staffing requirements and therefore not guaranteed.

## MINIMUM JOB REQUIREMENTS

- High school diploma or equivalent required.
- Verifiable work experience in the automotive and/or heavy-duty vehicle repair trades is desirable.
- Verifiable education or training in the automotive and/or heavy-duty vehicle repair trades, such as high school automotive technology coursework or automotive trade technical school is desirable.
- Position requires a high degree of determination and commitment to personal and professional development and learning.

## REQUIRED LICENSE(S)

- 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 on the current DMV print-out. Operates District vehicles on a regular basis.
- **Position #1** must obtain a Class "A" or "B" license with "P" endorsement within the first twelve-month period.

## ESSENTIAL RESPONSIBILITIES

### **Position #1: Bus Mechanic Apprentice**

- Under direct supervision and guidance, performs major rebuilding, repair and/or removal and replacement of engines, transmissions, differentials, turbochargers, pumps, motors, injectors, cylinder heads, air compressors, air brake systems, hydraulic systems, steering and suspension systems, air conditioning systems, electrical systems, accessibility equipment, and associated vehicle systems.
- Under direct supervision, accomplishes ongoing preventive maintenance inspections (PMI) and routine bus maintenance procedures.
- Utilizes PC-based vehicle diagnostic software applications to evaluate and/or calibrate vehicle electronic control systems.
- Provides normal and reasonable care of all District-owned property and tools provided; adheres to shop safety and housekeeping practices as required by District policy, regulatory oversight agencies such as Cal OSHA, and common industrial safety and hygiene practices.
- 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.
- Generates and completes work orders in an electronic asset management system (IBM Maximo).
- Regular and reliable attendance and performance is required.
- Apprentice is required to maintain satisfactory attendance, performance, and completion of supplemental college coursework as a condition of continued employment.

### **Position #2: Body & Fender Mechanic Apprentice**

- Evaluates and estimates repair times and materials for collision damage to vehicle structural components and body panels.
- Fabricates brackets, panels, and other parts from blueprints or drawings.
- Welds, works and manipulates a broad variety of materials including metal, wood, fiberglass, plastic, vinyl, etc., to maintain and repair District vehicles and equipment.
- Diagnoses, removes, replaces, adjusts, and/or repairs mechanical, pneumatic and electrical components common to the body systems on District vehicles and related equipment.
- Locates and repairs body leaks at metal seams, exterior penetrations, and glass beading.
- Straightens, fills, sands, masks, primes and paints body panels, doors, and structural components.

- Performs heavy collision repairs requiring the use of hydraulic frame straightening equipment.
- Prepares surfaces and installs exterior vinyl graphic decals.
- Performs detailed written and computerized recordkeeping of repairs performed and materials used.
- Provides normal and reasonable care of all District-owned property and tools provided.
- Assists apprentice mechanics, new employees and less qualified 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.
- Regular and reliable attendance and performance are required.
- Apprentice is required to maintain satisfactory attendance, performance, and completion of supplemental college coursework as a condition of continued employment.

### **Position #3: Building & Maintenance Mechanic Apprentice**

- Inspects, maintains and repairs, either alone or as part of a team, all facilities mechanical systems including, but not limited to, bus washers, HVAC systems, electrical systems, lighting, plumbing, automatic and roll-up doors, waste oil and waste water systems.
- Inspects, maintains and repairs shop equipment such as air compressors, generators, welders, fuel and lube oil delivery systems, hydraulic jacks and lifts, steam cleaners, pressure washers and pneumatic tools.
- Installs, maintains and repairs bus stop signage, passenger shelters, benches and other passenger amenities.
- Inspects, maintains and repairs facilities structural systems such as roofing, concrete, glazing, drywall, doors, gates and fencing.
- Participates in the ongoing preventive maintenance inspection program to ensure the safe and reliable operation of all mechanical systems.
- Exhibits reasonable care for all District-owned property and tools.
- Responsible for accurate and timely written, oral and electronic communication concerning ongoing status of repairs completed, in progress and outstanding.
- Knows and follows 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.
- Apprentice is required to maintain satisfactory attendance, performance, and completion of supplemental college coursework as a condition of continued employment.

## **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

### Knowledge of: or Ability to:

- Ability to learn effective use of Microsoft Windows-based vehicle diagnostic software applications.
- Ability to read, interpret, and apply complex written diagnostic and repair instructions contained in technical publications such as repair manuals, service bulletins, and schematic diagrams.
- Ability to learn safe and effective use of hand tools, grinders, drills, pneumatic wrenches, digital volt/ohm meters, smog testing equipment, and other tools and equipment commonly found in a bus/truck fleet shop environment.
- Ability to communicate clearly and effectively orally, in writing, and via electronic communication channels.
- Ability to achieve and maintain effective, professional, and cooperative working relationships with all persons encountered during the course of work.

- Ability to learn and apply common safety and health rules and safe working practices applicable to the industry.
- Ability to demonstrate a high degree of determination and commitment to personal and professional development and learning.
- Ability to learn District Policies and Labor Agreement (MOU).
- Ability to learn Occupational health and safety rules and working practices applicable to this position.

## PHYSICAL REQUIREMENTS

- Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds.
- Frequent bending and kneeling and occasional climbing on 12-foot ladders and/or scaffolding.
- Working inside and outside in all weather conditions.
- Work around fumes, odors, and dust in an occasionally high noise level environment.

## REQUIRED TOOLS

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

## HOURS

- Apprentice mechanics will be primarily assigned to day shift, Monday-Friday, 6:45 a.m. - 3:15 p.m.
- Apprentice mechanics will occasionally be rotated to swing and grave shift hours as training requirements dictate and supplemental coursework schedules allow.
- 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: go to [www.goldengate.org/jobs](http://www.goldengate.org/jobs).**

**Applicants must apply online by submitting a GGBHTD Online Employment Application 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](http://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. **Copy of High School diploma or equivalent.**
3. **\*DMV K4 Printout, 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 Internal Applicants:** Employees who are part of the **Pull Notice Program**, the Human Resources Department will request your DMV report. For Employees who are not part of the Pull Notice Program, please request your DMV K4 Printout from any DMV Office.

**\*For External Applicants:** **DMV K4 Printout dated within 30 days** from the date of job posting (Scan and attach as PDF to your online application). **If we do not receive your DMV K4 printout with your application, you will not be eligible to move forward in the recruitment process.** A complete DMV K4 will have the word **\*\*\*END\*\*\*** at the bottom of the report.

**SELECTION PROCEDURES will include:**

1. A department interview will be conducted for final candidates.
2. A Medical Examination, post offer of “conditional employment”, this includes a drug test, physical and a functional performance physical will be conducted.\*
3. Background, Employment, and Security Investigation will be conducted.

*\* 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: 06/30/2021 AD

**Human Resources Department  
GGBHTD  
1011 Andersen Drive  
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