



JOB DESCRIPTION

Position Title: Utility Mechanic	Department: Maintenance
FLSA Status: ATU	Pay:
Reports To: Director of Maintenance	Incumbent:

JOB SUMMARY:

The Utility Mechanic performs basic maintenance, providing assistance to Mechanics, A, B, and C as required. The Utility Mechanic performs all routine bus maintenance. In addition, the employee performs other duties as assigned and required. The Utility Mechanic must be proficient in all duties of the Night Service employee and Cleaner. The Utility job descriptions include all the requirements found in the Night Service and Cleaner descriptions.

ESSENTIAL FUNCTIONS:

Routine Maintenance

Performing routine maintenance duties including:

- Replacing light bulbs
- Repairing horns
- Maintaining mirrors
- Jump starting busses
- Steam cleaning engines
- Repairing lifts
- Changing tires

Performing maintenance and repair duties in the following areas:

Diagnosis and Troubleshooting

- Utilizing sophisticated computer-based equipment to isolate intermediate equipment problems
- Diagnosing basic, routine problems such as light bulb problems, horn malfunctions, etc.

Chassis

- Diagnosing and adjusting minor brake problems
- Maintenance of brake chambers and slack adjusters
- Scanning and diagnosing ABS codes

Electrical

- Scanning and diagnosing multiplexing codes
- Replacing minor electrical components
- Identify parts of schematic diagrams

Transmission

- Scanning and diagnosing transmission codes

Powertrain

- Scanning and diagnosing engine codes

Air Conditioning and Heating

- Performing minor repairs and maintenance of heating systems

Inspection

- Adjusting and checking the integrity of all brake hoses, brake lining and brake systems
- Evaluating and tightening all lug nuts
- Evaluating all steering components



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- Evaluating operation of all controls and switches
- Performing step by step inspection of all power components
- Checking all ADA mandated equipment

Checking buses in and out

- Collecting driver boards
- Collecting pink cards
- Assigning parking
- Creating location sheet

Recording repairs in computer system

Assistance Call Response

- Driving wrecker to service site
- Lifting and towing inoperable buses
- Jump-starting stalled buses
- Performing minor off-site repairs such as those described above
- Moving materials in garage using forklift
- Using computer system to log completed repairs and requisition more complicated repairs as necessary

Miscellaneous Duties

- Traveling off site to retrieve parts
- Cleaning work area and equipment

All other duties as assigned; job descriptions are subject to change.

KNOWLEDGE, SKILLS & ABILITIES:

- Education: High School Diploma or equivalent, required
- Other Relevant Skills:
 - Commercial Driver's License (class A) with passenger and air brake endorsements, obtained 90 days of hire
 - Automotive Service Excellence Certification (H-2, H-6 and/ or H-8)
 - Passing score on the Utility Mechanic Qualification Test
 - Perform troubleshooting and analysis at a basic level
 - Identification of elements of schematic drawing
 - Driving and maneuvering a forklift in confined spaces
 - Basic diagnostic skills
 - Computer proficiency
 - Apply knowledge of schematic drawings to facilitate expedient repair of electrical systems
 - Apply knowledge from formal and on-the-job training to on-the-job processes
 - Proficiently use appropriate tools and diagnostic equipment including ABS diagnostic system
 - Communicate effectively with co-workers, management and vendors
 - Read and comprehend complex written materials
 - Write simple work orders
 - Operating computer diagnostic equipment as required
 - Analyzing data or information to resolve problems



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- Operation monitoring – watching gauges, dials, or other indicators to make sure system is working properly
- Decision-making skills
- Evaluating information against standards
- Learn additional skills on the job to advance toward upper level Mechanic position
- Must be able to perform all of the following physical tasks:
 - Crawling on occasion
 - Standing for intervals of 4 hours or more without rest
 - Reaching above shoulder height to retrieve, place, or sort objects weighing in excess of 10 pounds occasionally

KNOWLEDGE

- Basic understanding of mechanical equipment
- Developing understanding of the following bus components:
 - Brake and air system
 - Antilock brake system
 - Chassis and its components
 - Engine components
 - Door air systems
 - Hydraulic systems
- of the following:
 - Electronics
 - Electrical systems including basic principles such as Ohm’s Law
 - Schematic drawings
 - Computer-based diagnostic equipment
- Developing knowledge of parts books
- General knowledge of tool usage and specialized equipment
- Basic knowledge of welding and brazing techniques
- Safety procedures

I understand the above duties are not all inclusive and may be changed as needed. I further understand that if I have questions, I must ask my supervisor for clarification.

Employee Signature

____ / ____ / ____
Date

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