

St. Joseph County Transportation Authority

JOB TITLE: Mechanic / Maintenance Manager

REPORTS TO: Director

Summary

The Mechanic/Maintenance Manager performs all specialized mechanical duties in the repair, inspection and routine maintenance of heavy and light vehicle equipment and is responsible for maintaining the St. Joseph County Transportation Authority fleet, the buildings, and the grounds. The Mechanic/Maintenance Manager is a full-time, 40 hour per week position.

All SJCTA managers are expected to participate by their involvement in St. Joseph County meetings/events if requested. It is the responsibility of all SJCTA managers to ensure that all systems and individuals are safe and continually improving. All SJCTA managers are expected to participate in a collaborative, goal-oriented team environment.

It is the mission of the St. Joseph County Transportation Authority to provide safe, dependable and affordable transportation supporting the social and economic needs of St. Joseph County residents.

Duties and Responsibilities:

- Conduct regular inspections of vehicles to identify and diagnose issues.
- Use diagnostic tools to identify problems and troubleshoot issues with engines, transmissions, brakes, and other vehicle components.
- Perform and coordinate mechanical repairs and maintenance on a variety of vehicles, including buses, vans, trucks, and other motorized equipment. Replace or repair faulty parts and components such as engines, brakes, steering systems, and electrical systems.
- Maintain a predetermined preventative maintenance program on buses, vans and other SJCTA equipment to ensure the longevity and reliability of vehicles and equipment with guidance and direction from the Director.
- Provide technical guidance and direction to mechanic assistants or garage personnel and provide for their training with approval from the Director.
- Maintain accurate records of repairs, services, and inspections conducted on each vehicle. Keep records up to date in binders by vehicle.
- Develop and maintain a cleaning checklist including assigning regularly scheduled duties. Review the checklist regularly and continue to update to reflect changing needs.
- Ensure that tools and equipment are properly cleaned, maintained, identified, and stored.
- Conduct safety inspections to identify potential hazards and ensure compliance with safety regulations.

- Maintain the buildings (including offices), capital equipment and the grounds of the St. Joseph County Transportation Authority.
 - Diagnose issues related to the building's structure. Consult with Director to get quotes for any large repairs.
 - Oversee landscaping and grounds maintenance tasks, including lawn care, snow removal, and general outdoor maintenance; oversee and perform cleaning tasks as needed to maintain a clean and organized facility. (SJCTA has the office and hallways cleaned weekly.)
 - Respond to emergency repair requests and address urgent issues promptly.
- Maintain inventory of equipment, supplies and materials necessary for the smooth running of the vehicles, capital equipment, and buildings (including offices). Supply cabinets are located in the garage area.
- Evaluate operating procedures and plans and coordinates projects for timely completion of work.
- **Must be available for after-hours emergency response on a stand-by basis.**
- Attend training seminars and meetings when requested.

The following skills and abilities are essential to success in this position:

- Complex problem solving/ critical thinking skills
- Self-Starter
- Customer focused attitude with the ability to work with a sense of urgency
- Outstanding interpersonal skills
- Ability to work with a diverse staff
- Strong verbal and written communication skills
- Team player mentality
- Ability to maintain attention to detail to promote accuracy and quality
- Ability to continuously observe and promote safety standards
- Ability to maintain confidential information
- Displays willingness to make decisions, exhibits sound and accurate judgment, but knows when to include others in the decision-making process

Education and Experience:

- High school diploma or equivalent required.
- Certified Master Mechanic in Michigan.
- Four to five years' experience assisting skilled trades people in the repair and maintenance of auto and truck OR possession of an associate's degree or higher and at least two years of such experience.
- Valid CDL (Commercial Driver's License) is required prior to the date of hire. Possession of a valid CDL is required to move fleet equipment.

Physical Requirements:

- Must be able to physically traverse property and facility to diagnose building issues, plan and complete equipment, bus repairs and building maintenance.
- Must be able to lift 25 pounds at a time. Position will require bending, lifting, kneeling, reaching, standing and sitting.

All newly hired SJCTA employees are required to pass a pre-employment drug test and physical (if applicable) prior to their actual appointment. Criminal and driving records will also be checked. Any position offered will be conditional until results of the drug test, physical, criminal background, and driving records indicate eligibility for employment.

SJCTA reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Your application for any position does not guarantee that you will be contacted by SJCTA for further consideration. Only those applicants interviewed will be notified of the results.

It is the prerogative of the Director of the St. Joseph County Transportation Authority to alter job descriptions, including duties, policies and position responsibilities at any time