

**EQUIPMENT MAINTENANCE
(MECHANIC)**

REPORTS TO: MAINTENANCE & FACILITIES MANAGER
STATUS: FULL-TIME, FLSA NON-EXEMPT
CLOSING DATE: OPEN UNTIL FILLED
FIRST REVIEW OF APPLICATIONS NOVEMBER 13, 2017, 3:00pm

◆ Integrity ◆ Trust ◆ Common Truth ◆ Respect ◆ Compassion ◆

POSITION OVERVIEW

Under the Maintenance and Facilities Manager's direction, employee will be responsible for variety of duties, including but not limited to: participate in the service, repair and maintenance of fleet vehicles and equipment; diagnose, organize, schedule and direct the maintenance and repair of fleet vehicles and equipment; monitor and inspect work performed; and other related work as required. This position requires schedule flexibility, heavy manual labor and the ability to work in all weather conditions. Subject to DOT Drug and Alcohol Testing. Duties include, but not limited to:

- Organize, schedule, review and participate in fleet vehicle and equipment maintenance, repair and overhaul activities, including gasoline, diesel and propane powered equipment and vehicles.
- Diagnose malfunctions and provide training, technical guidance and instruction on repair procedures and practices of mechanical, electrical, and computerized components of fleet vehicles and related equipment
- Inspect, repair, replace, and maintain functional parts of automotive, diesel, and mechanical equipment
- Use proper work methods, techniques, and safe operation of tools and equipment
- Operate shop equipment and machinery such as drill presses, grinding equipment, and assorted tools
- Maintain safe, clean and orderly work areas
- Maintain inventory of parts, tools, equipment and other related supplies with the ability to navigate and input data into appropriate computer software
- Estimate time, materials and equipment required for assigned tasks; order parts and materials as needed
- Prepare work orders and maintain record of repairs using appropriate software
- Collect and record information, such as: mileage, hours of operation, fuel consumption and oil usage
- Prepare shop drawings and sketches for needed modifications to fleet vehicles and related equipment
- Maintain and update repair manuals and other related information for all types of automotive, truck and equipment utilized by department
- Observe and enforce safety standards to comply with applicable laws and company policies and procedures
- Understand pertinent procedures and functions quickly and apply them appropriately without immediate supervision
- Apply and maintain continuous improvement methods, equipment and employee performance, and safe operations of department

- Ensure department objectives are met and performance levels are maintained through training and regular feedback
- Report to management problems and/or issues encountered with assigned work
- Establish and maintain effective working relationships
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

- High School diploma and/or equivalent
- Course work in automotive and diesel technology and maintenance
- Minimum 7 (seven) years experience in automotive/diesel maintenance and repair preferred
- Experience with, and working knowledge of computers and computerized operations
- Valid Washington State driver's license with acceptable driving record
- Current Class B CDL, with Air Brake endorsement and/or ability to obtain within established timeframe
- Excellent customer service and communication skills

COMPENSTATION AND BENEFITS

- Excellent benefits package available, including medical/dental/vision, long-term disability, basic life insurance, and PERS retirement.
- Hourly Pay Range: \$17.06 – \$29.88 DOE/DOQ

HOW TO APPLY

Interested qualified must submit GTA application, letter of interest and resume to Human Resources. Applications available online at: www.gta-ride.com.

Submit Application Materials to: jobs@granttransit.com or via mail to:

Grant Transit Authority
Attn. Human Resources Dept.
PO Box 870
Moses Lake, WA 98837

CLOSING DATE

Materials must be received by Human Resources by November 13, 2017 at 3:00pm for first review. Position open until filled.

Grant Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Grant Transit Authority know if you need accommodations in order to participate in the application process.