



62405 Verbena Rd.
Joshua Tree, CA 92252

Job description

Position: Mechanic “B”

Status: Full time

Reports to: LEAD Technician AND/OR OPERATIONS MANAGER

Starting Pay: \$34.30

Job Summary:

Works under supervision or detailed instruction and performs vehicle inspections and repairs as directed. Assists Lead Technician with more difficult tasks. Works within the framework of the agency’s policies and procedures.

COMPENSATION/BENEFITS

Competitive wage scale. Health care allowance, 457 match, dental coverage, ten paid holidays and ten days’ vacation per year to start. Mandatory participation in the CALPERS retirement program.

Job Content:

1. Performs visual inspection to include obvious damage; worn flat tires, broken windows or doors, mirrors, or destination signs.
2. Checks vehicle fluids, changes oil and filters, complete chassis lubrication.
3. Replaces alternators, generators, starters, etc.
4. Inspects and replaces radiators, heaters, windshield wipers, motors and hoses.
5. Checks and tightens all nuts, bolts, and fittings
6. Makes reports to the “A” Mechanic regarding any frayed, worn, or loose wiring and inspects all drive belts for proper tension.
7. Looks for and reports fluid leaks.
8. Changes interior and exterior light bulbs, lamps, and lenses.
9. Performs more difficult tasks under supervision.
10. Completes all tasks assigned in a safe manner and follows company policies and procedures.
11. Facility maintenance and cleaning of buildings, bus shelters and transit hubs.

Performs related duties as necessary or special assignments as directed.

Machines, Tools, Equipment, Software Used To Perform Job:

1. Must be proficient in the correct and safe use of all hand tools normally used in the trade for optimum level of performance.



2. Must provide basic tools necessary to perform basic functions of position and be familiar with safe use of such tools.
3. Must be proficient in the operation with all other machines and equipment. Examples of equipment and machines are welding, lifts, and paint spray.
4. Must use protective safety equipment in conjunction with some activities.

COMPETENCIES – To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Uses intuition and experience to complement work assignment.

Design – Generates creative solutions; Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication – Writes clearly and informatively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.



Motivation – Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and material properly.

Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own action; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.



Physical Demands of the Job:

1. Climbing ladders, scaffolding using feet and legs and/or hands and arms with body agility.
2. Balancing, maintaining body equilibrium and prevent falling when walking, standing or crouching on scaffolding.
3. Stooping-bending body downward and forward requiring full use of lower extremities and back muscles.
4. Kneeling-bending legs at knee and come to rest on knees.
5. Reaching-extending hands and arms in any direction.
6. Standing for prolonged periods of time.
7. Pushing-using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
8. Pulling using upper extremities to exert force in order to move objects in a sustained motion.
9. Lifting—raising objects from high to low positions or moving horizontally.
10. Grasping—applying pressure with the fingers and palms.
11. Able to express or exchange ideas by means of the spoken word to give instructions to other workers.
12. Having ability to receive detailed information through oral communications discrimination in sound to detect adjustments required on machine arts.
13. Walking to accomplish tasks both within the various areas of the department and to interact with other department personnel.
14. High visual acuity in analyzing machinery, equipment, data and figures. Ability to see at arm's length.

ENVIRONMENTAL DEMANDS:

1. Subject to both inside and outside environmental conditions; protection from weather conditions but not necessarily from temperature changes; subject to extremes in temperature.
 - Subject to ambient noise; may be subject to hazards such as proximity to moving mechanical parts, electrical current, high heat or exposure to chemicals.
 - Periodically subject to atmospheric conditions including fumes, odors, dust, mist, gas that can affect the respiratory system or the skin; also oils and other cutting fluids.

MOTOR VEHICLE and CRIMINAL RECORDS STANDARDS

Applicants may be disqualified for any of the following charges:

- Any drug related offense
- Any conviction for a “crime of violence against others” including spousal assault or abuse.
- Any conviction for a crime against a minor.
- Any conviction for Driving While Intoxicated (DWI) or Driving Under the Influence (DUI).



- Any conviction within the last 60 months for a motor vehicle violation which was classified as a criminal offense, (i.e. Hit and Run, Evading Arrest, etc.)
- Any conviction within the past 36 months of more than 15 miles per hour over the speed limit, (i.e. reckless driving.)

Special Requirements

- Successful completion of pre-employment background verification, drug screen and DOT physical.
- Must have a valid commercial Driver's License "Class B" and DMV Physical Certification to be able to drive any agency vehicle. Agency will train if applicant does not possess.