



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: March 13, 2017

Open Until Filled

POSITION: MECHANIC I

**PROGRAM: LIFT LINE
A PROGRAM OF COMMUNITY BRIDGES**

POSITION DESCRIPTION: Under the close supervision of the Fleet Manager, performs skilled work in maintaining and repairing Lift Line and other Community Bridges' vehicles; performs other related work as required.

DUTIES & RESPONSIBILITIES:

1. In cooperation with the fleet manager, mechanics, drivers and office staff, performs routine maintenance, servicing, and repairs of fleet of vehicles.
2. Diagnoses mechanical defects in vehicles and evaluates the nature of repairs needed.
3. Regularly services and lubricates vehicles.
4. Performs complete safety inspections of the fleet.
5. Details inside and outside of vehicles.
6. Performs tire replacement and repairs.
7. Picks up and/or delivers parts and supplies to and from vendors
8. Removes and installs bulbs, wiper blades, hoses and belts.
9. Relines and adjusts brakes.
10. Changes transmission and engine oil and filters.
11. Responds to road emergencies when requested.
12. Road tests vehicles.
13. Performs inspections and repairs to exhaust systems.
14. Assists with electrical repairs to charging and lighting systems, electric hydraulic lift systems, and electronic ignitions.
15. Uses a wide range of shop equipment, hand, power, and air tools in a safe manner.
16. Maintains records of work performed, mileage reports and other related vehicle records.
17. Maintains a clean, safe, and organized work area.
18. Establishes and maintains cooperative and professional working relationships with outside vendors and suppliers.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature; each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge of:

- internal combustion gasoline engines.
- vehicle electrical systems.
- the methods, tools and equipment used in repairing and maintaining vehicles.
- preventive maintenance inspection techniques and repairs.

Skill in:

- diagnosing mechanical problems and determining appropriate repairs.
- performing repairs and routine maintenance of fleet vehicles, consulting with the fleet manager when necessary.
- performance of basic repair work on gas powered vehicles.
- using a wide range of shop equipment, hand, power and air tools safely.
- understanding and following oral and written instructions.
- keeping repair, mileage and related vehicle records.
- working co-operatively with CTSA employees, vendors and suppliers, and others at the maintenance facility.
- being self-motivated.

OTHER REQUIREMENTS:

- In accordance with US Department of Transportation requirements, must pass a pre-employment drug screening test and comply with periodic testing for drug use and alcohol misuse.
- Must have any combination of training and experience equivalent to: one year full-time experience performing automotive vehicle maintenance and repairs.
- Must have knowledge of proper handling and/or disposing of hazardous and/or toxic chemicals, cleaners, solvents, and other materials.
- Must be willing to participate in the training necessary to keep up with innovations and changes in the automotive industry.
- Must complete the CB Vehicle Maintenance Technology Safety Test prior to working in the maintenance shop and/or working on CB fleet vehicles. Retesting is required in the event of a safety violation or an incident resulting in personal injury.
- Must be able to safely lift 50 pounds.
- The vehicle mechanic I must be willing and successfully obtain a class B driver's license, if required.
- Must possess a California class C driver's license and have a satisfactory driving record as demonstrated by a current DMV printout.
- Must qualify to be insured with the agency carrier.
- Must be cleared by the Department of Justice through fingerprinting.

UNION:

The mechanic I position is represented by the UTU bargaining unit.

RATE OF PAY AND HOURS:

- This is a limited term, non-exempt, 40 hr/wk position.
- The starting rate of pay for this position is \$13.39-\$14.11/hr, depending on training and experience.

BENEFITS:

- Paid holidays and sick leave, pro-rated.
- Paid lunch if applicable.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302) or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <https://communitybridges.org/employment/>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.