

**Sunset Empire Transportation District
Job Description**

Mechanic Assistant

Position Overview

Under the direct supervision of the Maintenance Supervisor, the Mechanic Assistant will assist the Mechanic in the repairs of all District equipment and property, and will perform routine maintenance on District equipment. This position is a safety sensitive position and requires a pre-employment drug test and random testing for drug/and or alcohol.

Reporting Relationships

The Mechanic Assistant reports to the Maintenance Supervisor.

Typical Duties

1. Work in the maintenance shop and perform various duties assigned by the Maintenance Supervisor.
2. Maintain cleanliness of the interior and exterior of buses, shelters and other equipment and facilities.
3. Perform various building maintenance duties as assigned, including repairs on buildings and other assets.
4. Remove and replace vaults in buses returning from routes daily.
5. Performs various building and grounds tasks as scheduled or required.
6. Maintains a safe working environment by strictly following all safety rules and regulations.
7. Update revenue equipment assignment board daily.
8. Actively support our “nothing left on the shop floor” policy.
9. Other duties as assigned.

Qualifications

1. Education- High School Diploma, G.E.D., or equivalent.
2. Requires two years of related experience.
3. Must possess or obtain a class B Commercial Drivers License with endorsements, within 90 days of hire date.
4. Ability to perform minor mechanical repairs.
5. Ability to understand and follow oral and written instructions.
6. Ability to work well under pressure.
7. Ability to exercise independent judgment.

Working Environment

This position performs maintenance and repair tasks both in the District shop, Transit Center and in the field. The individual in this position is frequently exposed to a variety of hazardous materials and noise.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____