TRANSPORTATION MECHANIC

Purpose Statement

The job of Transportation Mechanicas established for the purpose/s of providing support to the transportation operations with specific responsibilities for ordering, and pulling vehicle parts and shop supplies; ensuring specifications, quantity and quality of orders are correct; verifying stock and keeping logs of various District equipment; ensuring safe operation of vehicles; and maintaining an organized layout and safe work environment.

This job reports to Shop Foreman

Essential Functions

• Cleans parts room for the purpose of maintaining a safe and sanitary work area.

• Maintains manual and electronic files and records (e.g. expenditures, history of utilization, requisitions, camera log, car seat log, vehicles sent out for repair, etc.) for the purpose of documenting activities and providing reliable resource information.

• Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.

• Orders equipment, tools, and supplies, as requested, for the purpose of maintaining inventory and ensuring availability of required items.

• Participates in physical inventories for the purpose of verifying stock and identifying needs.

• Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.

• Processes work orders for the purpose of tracking parts and matching parts to work order.

• Receives stock and nonstock items for the purpose of ensuring specifications, quantity and quality of orders are correct.

• Researches discrepancies on orders and/or invoices (e.g. overages, shortages, correct part number, etc.) for the purpose of correcting errors and/or returning damaged/incorrect items to vendors.

• Responds to inquiries from staff and vendors for the purpose of providing requested information and/or referring to appropriate resources.

• Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.

Other Functions

• Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in transportation/delivery activities; preparing and maintaining accurate records; and operating pertinent software.
KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and materials handling procedures.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; and meeting deadlines and schedules.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience
Job related experience is required.

Education
Targeted job related education that meets organization's prerequisite requirements.

Equivalency
None Specified

Required Testing
Alcohol and Drug Test

Certificates & Licenses
Bus Driver's Certificate

Continuing Educ. / Training
None Specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date
Salary Grade

Job Description: Transportation Mechanic (parts coordinator)