



# Northeastern Connecticut Transit District

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Dayville, CT 06241

860-774-3902  
nectd.org

## Fleet Mechanic

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### Overview

The Fleet Mechanic position is responsible for providing maintenance activities for District vehicle fleet; assessing incidents/accidents and responding to situations; managing the shop operations, including parts and inventory; communicating with other District staff to support efficient operations; maintaining a preventive vehicle maintenance program; diagnosing vehicle malfunctions; maintaining records and providing reports.

Perform apprentice or journeyman level work in the repair, service and maintenance of District buses and related vehicular equipment.

This is the single mechanic position supporting the fleet vehicle operations for the District.

### Essential Functions

- Assesses incidents, complaints, accidents, and/or emergency situations for the purpose of responding to the situation and determining the appropriate action to ensure a safe and orderly work environment and safe operation of vehicles and related equipment.
- Completes employer required training for the purpose of maintaining current knowledge regarding specific job and/or district, state and federal rules, regulations, policies and procedures and laws.
- Conducts driver training for the purpose of ensuring that others are trained to properly and safely operate District vehicles, in accordance with District, state and federal transportation and highway regulations.
- Coordinates transportation fleet vehicle service requests for the purpose of providing clear communications between drivers, maintenance and office staff regarding needs for vehicle and/or equipment services.
- Diagnoses vehicle malfunction and operational issues for the purpose of determining needed solutions, including repair, replacement and/or outside of the District assistance.
- Changes oil and filters, installs anti-freeze, adjusts brakes, lubricates chassis, wheel bearings and other assemblies, including washing and cleaning of all engines and major components.
- Drives District vehicles for the purpose of providing transport to and from locations for service repairs as needed to ensure services are effectively maintained.
- Implements and maintains the District's preventive vehicle maintenance program for the purpose of maintaining vehicles in safe and effective operating conditions, extending vehicle use, and complying with local, state and federal vehicle transportation regulations.
- Inspects the transportation fleet for the purpose of ensuring vehicles are in safe operating condition and comply with inspection requirements consistent with local, state and federal transportation regulations.

- Keeps records (e.g., repairs, costs, warranties, service records, accident/incident, correspondence, documentation, reports) for the purpose of documenting information ensuring compliance with local, state and federal transportation and records regulations.
- Operates battery chargers, compression gauges, torque wrenches, welding equipment with capabilities, grinders, timing lights, hoists, jacks, pump, compressors, drilling presses, air wrenches and other tools, equipment and machines required for repair and maintenance of motor vehicles.
- Maintains a vehicle service and repair schedule, allowing for emergency repair and service for the purpose of scheduling appropriate time to perform routine bus repairs and to address immediate repair issues, ensuring that vehicles are repaired and/or serviced in a timely manner and available to support the District's needs.
- Manages transportation shop operations for the purpose of ensuring an adequate and correct supply and inventory of parts, equipment, supplies, tools and work aids to support fleet vehicle maintenance operations.
- Responds to calls for assistance (e.g., drivers who radio for assistance, operating issues, transportation office phone) for the purpose of providing assistance, evaluating the situation, and/or providing emergency road site repairs or service.

### **Skills, Knowledge and Abilities**

- High school graduation or equivalent and two to four years experience on a heavy-duty truck or bus shop facility.
- Mechanics must have a CDL class B with passenger endorsement.
- ASE Certified
- Must pass a pre-employment physical and drug test.
- Knowledge and experience of automotive equipment.
- Ability to perform preventive maintenance procedures, either alone or under direct supervision. Ability to help troubleshoot equipment problems.
- Ability to operate various tools and equipment as required.
- Ability to lift heavy objects.
- Knowledge and experience in maintenance and repair procedures.
- Knowledge of safety requirements
- Ability to read and comprehend technical manuals.
- Ability to make repairs as required.
- Ability to assist in replacing major assemblies and components under direct supervision. Ability to establish and maintain effective working relationships

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in the office

environment, and may involve travel to a variety of locations to attend meetings. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing the duties of this job, the employee is required to stand and walk, use hands to finger, handle, feel or operate objects, and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment is fast-paced, and the noise level is usually moderate. The employee must occasionally lift and/or move up to 25 pounds. Duties are performed both individually and as part of a work team. The employee will have regular need for standing, walking, grasping, gripping, bending, stooping, or squatting, pushing, pulling, reaching above shoulders and for finger dexterity.

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*The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.*

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

***The Northeastern Connecticut Transit District is an Equal Opportunity/Affirmative Action Employer***