

# **CLASSIFICATION PLAN**

## **Job Description**

### **Facilities and Vehicle Maintenance Technician**

#### **DEFINITION:**

A permanent position in which an employee assists the Executive Director in the performance of a variety of professional administrative and highly technical duties in District Facilities and Vehicle maintenance in conformance with appropriate federal, state and local laws.

#### **SUPERVISION AND GUIDELINES:**

Work is performed under administrative directive of the District office, with minimal supervision required. Work priorities and work assignments are established by the executive director and through general policy and executive direction from Board of Directors when needed.

#### **SUPERVISION EXERCISED:**

The employee supports and performs duties in maintaining the buses with minimal supervision.

#### **EXAMPLES OF WORK PERFORMED:**

Under administrative directive, performs electrical and mechanical inspections, service, diagnosis, repair, and rebuild to maintain Streetcar vehicles and equipment. This is a skilled level position.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Performs preventive maintenance, repairs and rebuilds of vehicles and all related equipment.
2. Performs safety and preventive maintenance inspections on transit vehicles.
3. Performs inspection, diagnosis, repair and overhaul on vehicles A/C / D/C electrical systems.
4. Performs inspection, diagnosis and repair and overhaul on air conditioning and heating systems.
5. Performs inspection, diagnosis and repair and overhaul on compressed air and braking systems.
6. Performs inspection, diagnosis and repair and overhaul on Vehicles; including wheels and axles.
7. Performs other work-related duties as assigned.

## **POSITION REQUIREMENTS**

### **Physical & Visual Activities:**

- Constant periods of listening, near and far acuity, depth perception, color vision, verbal and written communication.
- Visual acuity necessary to perform all duties.
- Frequent periods of walking, standing and squatting.

### **Physical Demands:**

Frequent periods of lifting, bending and carrying supplies and equipment weighing 50 pounds or more.

### **Environmental/Atmospheric Conditions:**

- Exposure to extreme noise when interfacing within the shop. Decibel range of 85+ duration on an occasional level.
- Exposure to levels of high voltage electricity.
- Exposure to mechanical hazards, fumes/odors and chemical hazards when out in the field or in the shop.
- Subject to all weather conditions.

## **Job Qualification Requirements**

### **Skills and Ability:**

- Must have completed training requirements for Safety, Maintenance and Operation
- Ability to work independently maintenance projects, troubleshooting, diagnosis and repairs with no supervision.
- Ability to perform multiple tasks and prioritize assignments to meet established operational deadlines.
- Ability to understand and follow verbal and written instructions.
- Ability to assist, train subordinate staff.
- Ability to work various shifts, hours and days.
- Ability to organize and prioritize work and to meet deadlines.
- Ability to prepare and edit clear and concise written reports.
- Ability to work under stress and interruptions.
- Ability to interact positively with a variety of personalities internally and externally.
- Ability to accurately memorize and retain details.
- Ability to dress appropriately and maintain personal hygiene.
- Ability to conduct oneself so that they are not a threat to themselves or others.
- Ability to meet attendance and punctuality requirements.
- Ability to be a flexible, effective team leader/player.
- District employees are also responsible for:
  - Adhering to stated policies and procedures relating to health and safety, security, and quality management
  - Recognizing and reporting all accidents and hazardous conditions
  - Assisting in the development of workplace safety procedures for their respective departments
  - Promoting workplace safety procedures within their department
  - Adhering to procedures relating to the proper use and care of equipment and materials for

which the role has responsibility.

**Experience:**

- Successful completion of all required training associated with the Operation and Maintenance of the Streetcar system.

**Education:**

- High School diploma or G.E.D. certificate.

**Machines, Tools and Equipment Used:**

- General electrical and mechanical repair tools.

**Licenses/Certifications:**

- New Mexico Commercial Driver's License (CDL) Class "B" is required and must be obtained within six weeks of hire.
- Safety Sensitive Position.

**WORKING CONDITIONS:**

- Working Knowledge of methods, practices, procedures, tools and equipment used in inspecting, diagnosing, maintaining, repairing overhauling, removing and replacing components.
- Working knowledge of occupational hazards, precautions and safety requirements of the associated job duties.
- Must meet established training and test guidelines.
- A working home phone number.
- General knowledge of the organizational structure of the Transit District and its relationships to the requirements of applicable federal, state, and municipal laws
- Bilingual proficiency in English and Spanish language is desirable

**Pay Schedule**

The position pay range is under review. Pay will be commensurate with experience.