



## EMPLOYMENT OPPORTUNITY

**OPENS**  
**Aug. 8, 2018**  
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**MECHANIC I or MECHANIC II**  
**\$24.10-\$30.78 per hour OR \$26.34-\$33.61 per hour**

**ACCEPTING  
APPLICATIONS  
UNTIL**  
**Sept. 10 2018**  
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### **I. JOB SUMMARY FOR MECHANIC I**

Under close supervision, performs routine servicing and minor repair and maintenance of Santa Cruz METRO buses, automobiles, trucks and other Santa Cruz METRO equipment and performs other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Mechanic I is the entry level classification in the Mechanic series. Incumbents assist higher level mechanics in the mechanical maintenance, repair and modification work on buses, automobiles, trucks and other equipment. This class is distinguished from the next higher level classification of Mechanic II in that the latter performs higher level skilled tasks and functions at the journey level with less direct supervision.

### **EXAMPLES OF DUTIES**

Assists Mechanic II, Mechanic III, and Lead Mechanic in performing a variety of semi-skilled tasks in the mechanical maintenance, repair and modification work on buses, automobiles, trucks and other Santa Cruz METRO equipment. Maintains, diagnoses, inspects, and repairs onboard diesel supply tanks, fuel delivery systems and engines. Tests, diagnoses, repairs and maintains compressed natural gas (CNG) engines; CNG fuel supply equipment, tank inspections, engine emissions controls and systems; electronic climate control (A/C); electronic destination signs, yield-to-bus signs; and talking bus systems; electronic controlled antilock brakes, axles, and planetary hubs; electronic controlled engines; electronic controlled transmissions; programmable logic controller (PLC) bus systems; hydraulic wheelchair lifts, ramps, and restraint systems; onboard fire suppression systems; suspension and kneeling systems; and electrical wire harness systems. Assists in the removal and replacement of systems and components. Removes and replaces seats and glass for doors and windows. Removes, installs, and repairs electronic fare boxes, exterior advertising signs and bike racks. Inspects, adjusts, and repairs and/or replaces brakes; removes and installs tires. Performs safety and preventative maintenance inspections as required. Lubricates chassis, changes transmission and engine fluids and filters, inspects, removes, and replaces hoses and belts, bulbs and wiper blades. May respond and/or assist with emergency repair road calls. Maintains Santa Cruz METRO-owned property and tools, tooling and equipment used in vehicle maintenance. Safely fuel Santa Cruz METRO equipment including gasoline, diesel and CNG. Maintains clean work area. Maintains accurate written and electronic records, logs and work orders; enters work orders and other documents in Maintenance computer software system. Utilizes Santa Cruz METRO computer hardware and software in the performance of duties.

### **EMPLOYMENT STANDARDS**

**Knowledge of:** Basic principles and practices of transit and/or heavy duty engine operation. Basic procedures used in the servicing of buses, trucks and automobiles. Basic electrical and hydraulic systems. Safe mechanical work practices. Basic electronic, digital and computerized diagnostic equipment; spark ignition engine tune-up and maintenance; and air brake, hydraulic, and electrical systems operation. Basic computer software programs. Basic mathematical concepts and calculations. **Skill in:** Operating welding and oxygen acetylene equipment used in the repair, maintenance and servicing of Santa Cruz METRO vehicles. Proper use of hand, electric, pneumatic, hydraulic tools and diagnostic equipment. **Ability to:** Read and comprehend technical manuals and schematics. Understand and follow oral and written instructions. Communicate effectively, both orally and in writing using proper English. Establish and maintain effective working relationships with a variety of people. Work well with others as well as independently. Learn and effectively use Santa Cruz METRO's computer hardware, software, database programs, and electronic diagnostic equipment including laptop computers. Learn safe work practices and procedures around extremely high pressure and flammable CNG fuel. Safely use the Alternative Fueling Facility. Properly and safely utilize hazardous chemicals and materials. **Training and Experience** Any combination of training and experience equivalent to a minimum of (1) one year full-time experience as a heavy duty mechanic OR two (2) years full-time paid experience performing automotive repair work OR a graduate of a suitable or certified

maintenance training program or a program meeting Santa Cruz METRO standards and six months mechanic experience.

## **II. JOB SUMMARY FOR MECHANIC II**

Under general supervision, performs skilled tasks in the repair and maintenance of Santa Cruz METRO buses, automobiles, trucks and other Santa Cruz METRO equipment; may provide assistance and direction to Mechanic I's; and performs other related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Mechanic II is the journey level classification in the Mechanic series. The Mechanic II classification is distinguished from Mechanic I which is the entry-level classification that works under close supervision, and distinguished and from the Mechanic III which is the advanced journey level classification.

### **EXAMPLES OF DUTIES**

Performs all the duties of a Mechanic I in addition to the following: Recognizes potential safety hazards and makes appropriate recommendations to the Lead Mechanic, supervisor, and/or department manager. Identifies repairs needed; requests necessary parts and materials. Performs a variety of skilled tasks in mechanical maintenance, repair and modification work on buses, automobiles, trucks and other equipment. Performs semi-major overhauls as assigned and monitored by the Lead Mechanic, repairs and makes adjustments to compressed natural gas (CNG), diesel and gasoline engines, transmissions, and other systems and components. Inspects, relines and adjusts brakes, removes and installs tires and performs wheel alignments. Mechanic II may respond and/or assist with emergency repair road calls. Provides guidance, technical supervision and assistance to Mechanic I classification. Maintains Santa Cruz METRO-owned property and, tools, tooling and equipment used in vehicle maintenance. Safely fuels Santa Cruz METRO equipment including gasoline, diesel and CNG. Maintains clean work area. Maintains, diagnoses, inspects, and repairs onboard compressed Natural Gas (CNG) and Diesel supply tanks, fuel delivery systems and engines. Maintains accurate written and electronic records, logs and work orders; enters work orders and other documents in Maintenance computer software system. Performs safety and preventative maintenance inspections as required.

### **EMPLOYMENT STANDARDS**

**Working knowledge of:** Principles and practices of transit diesel and spark ignited engine operation. Overhaul and repair procedures. CNG, diesel and gasoline engine tune-up procedures. Procedures used in servicing buses, trucks and automobiles. Electrical and hydraulic systems. Safe mechanical work practices. Electronic, digital and computerized diagnostic equipment. Computer software programs. Basic mathematical concepts and calculations. Air brake systems. **Skill in:** Using precision measuring instruments. Operating welding and oxygen acetylene equipment, brake drum lathes, drill presses, and other tools and equipment used in the repair, maintenance and servicing of Santa Cruz METRO vehicles. Proper use of hand, electric, pneumatic, hydraulic tools and diagnostic equipment. **Ability to:** Operate welding equipment, brake drum lathes, drill presses, diagnostic equipment and other tools and equipment used in the repair, maintenance and servicing of Santa Cruz METRO vehicles. Read and comprehend complex technical manuals and schematics. Communicate effectively, both orally and in writing using proper English. Understand and follow oral and written instructions. Establish and maintain effective working relationships with a variety of people. Work well with others as well as independently. Learn and effectively use Santa Cruz METRO's computer hardware, software database programs, and electronic diagnostic equipment including laptop computer. Train assigned personnel. Learn safe work practices and procedures for high pressure and flammable CNG fuel. Safely use the Alternative Fueling Facility. Properly and safely utilize hazardous chemicals and materials.

### **Training and Experience**

Any combination of training and experience equivalent to (2) two years of full-time experience as a Mechanic I with Santa Cruz METRO OR (3) three years of full-time experience as a heavy duty mechanic.

## **SPECIAL REQUIREMENTS FOR MECHANIC I AND MECHANIC II**

Possession of a valid Class B California driver's license with Passenger Endorsement or the ability to obtain permit within one month and license within three months of employment. This position is considered a safety sensitive position and requires participation in Santa Cruz METRO's Drug and Alcohol testing program. Must possess tools (up to ¾ inch drive) necessary to perform the duties of the position and a rollaway toolbox. Available to work shifts including weekdays, weekends, days, swing and graveyard, and available for emergency or call-back duty 24 hours a day, seven days a week. The incumbent will be required to utilize appropriate personal protective equipment (PPE) based on the assigned tasks; the use of safety shoes is required at all times. Driving record will be reviewed as part of application process.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS FOR MECHANIC I AND MECHANIC II**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using small hand tools, electronic components and computer keyboards. Near vision is required when reading schematics, instructions and other documents and far vision is required when out in the field. Acute hearing is required when speaking on the radio and providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 80 pounds is also required. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, and air contaminants, hazardous chemicals and materials. Road calls may subject the employee to hazardous roads and conditions.

### **APPLICATION PROCEDURE:**

An application packet may be obtained at our web site: <http://www.scmttd.com> or at 110 Vernon St., Santa Cruz, CA, 95060. Please submit your application packet to the Human Resources Office, 110 Vernon St., Santa Cruz, CA 95060, by 4:00pm on the final filing date. An original and current "H6" driving record from DMV must be submitted with the forms required for this position or the application will be rejected. A proficiency test will be administered as part of the recruitment process. For questions please call (831) 420-2542. Santa Cruz METRO is AA/EOE.