JOB OPENING ANNOUNCEMENT

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

Apply On-line at www.smctd.com/jobs.html

Employment Hotline 650-508-6308

June 18, 2019

TITLE: Mechanic ‘A’

EMPLOYMENT TYPE: Non-exempt/Safety-Sensitive

DIVISION: Bus – Maintenance Department

APPLICATION DEADLINE: 4:30pm on Friday, July 19, 2019

SALARY RANGE: $31.62/hour – $42.16/hour (in accordance to CBA effective June 23, 2019)

WORK LOCATION: South San Francisco or San Carlos

WORK SCHEDULE: Varies – day, nights, weekends and holidays (in accordance to CBA)

Job Summary: The Mechanic ‘A’ reports to the Maintenance Supervisor, and is responsible for performing journey-level mechanic work which includes rebuild and overhaul work on transit buses, non-revenue vehicles, and other maintenance shop equipment on District property in support of public transportation services for the San Mateo County Transit District (SamTrans).

Examples of Essential Functions:

• Perform major mechanical work such as rebuilds and overhauls to restore transit buses and related equipment to their operable conditions.
• Diagnose, identify, and repair major defects on all systems/components of transit buses, fleet vehicles, and other District equipment on property and in the field.

Examples of Duties:

• Perform bus inspections and preventative maintenance on all passenger coaches.
• Perform service and repairs on road calls.
• Identify and utilize shop tools, diagnostic equipment and programs, and technical information to perform various work such as inspections, maintenance, repairs, rebuilds, overhauls, and installation on a variety of automotive, diesel, and hybrid vehicles.
• Reference vehicle and part manuals to look-up electrical schematics and sub-systems information to troubleshoot malfunctions and for repair requirements for transit buses, automotive, diesel, hybrid, and gasoline equipment.
• Prepare written reports such as documenting defects and repairs on inspection forms and work orders.
• Perform computer-related functions on vehicle sub-systems that allow for data input, retrieval, diagnostics, and repairs.
• Provide guidance and/or assistance to other mechanics including lower classifications on proper use of equipment and performing their mechanical duties.
• Articulate task/job status through both written, verbal, and electronic forms.
• Perform all job duties and responsibilities in a safe manner to protect one’s self, fellow employees, District property, and the public from injury or harm. Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
• Perform other duties as assigned.

Supervision: Work under the general supervision of a Maintenance Supervisor and the Lead Mechanic, who will establish goals and objectives and evaluate performance.

Minimum Qualifications: Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

• Five years of full-time journey-level experience in the maintenance and repair of automotive, transit, gasoline, diesel, or hybrid vehicles.
- Must possess a valid Class C California driver license with a safe driving record, and must be able to obtain a Class B permit with Air Brake and Passenger Endorsements within seven days of hire.

**Other Requirements:**
- Must be able to obtain a 608 and 609 Air Conditioning Certification prior to completing probation (120 Days).
- Must be able to work different shifts at any of two District operated facilities (North Base - South San Francisco and South Base – San Carlos), including nights, weekends, and holidays.
- Must have effective oral and written communication skills.
- Must be able to lift and carry up to 50 pounds.
- Must be able to pass pre-employment physical, drug screen, and background review.

**Selection Process May Include:**
Applications will be screened for completeness and minimum qualifications
Written and hands-on mechanical skills assessment examinations
Finalists will be interviewed by a screening and selection panel
Background Investigation

**Current Employee Benefits at SamTrans:**
- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Paid Time Off: Accrued per Collective Bargaining Agreement
- Cafeteria Plans: Medical, dental, vision care, group life insurance, and more
- Transportation: Free bus transportation for employees and qualified dependents
- Retirement: Social Security and Public Employees Retirement Systems (CalPERS)
  - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**How to Apply:**
*Although we encourage applicants to apply online, we are still accepting paper applications.*
- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308.

SamTrans is an Equal Opportunity Employer.