



SUMMARY

Determine needed repairs and/or replacements on vehicles. Ensure vehicles are in safe operating condition and provide written documentation of repairs to meet district, state, and federal requirements.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

7 a.m. to 4 p.m.

LOCATION

Transit Facility

REPORTS TO

Transit Maintenance Supervisor

PHYSICAL DEMANDS

- Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Indoors and outdoors in various climates and conditions, including exposure to noise, heat, cold, and dust.

EMERGENCY EVENTS

Required to work during emergency events.

Questions? No problem! Email us at employment@tpcg.org.

ESSENTIAL FUNCTIONS

- Service and maintain vehicle and equipment by changing oil; checking fluids; replacing filters; checking belts, hoses, and other movables; and performing minor electrical and mechanical tasks.
- Transport various tools, equipment, supplies, etc. to ensure required materials are available at a given job site.
- Inspect and service buses and vehicles to ensure they are in safe operating condition, and schedule preventative maintenance.
- Respond to emergency situations to resolve any immediate safety concerns.
- Maintain inventory and control. Maintain facilities by removing debris and litter, sweeping floors, and maintaining a clean work area.
- Maintain and repair heavy equipment (buses, lifts, trucks, vans, etc.) to ensure the availability of equipment in safe operating conditions.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- Possess specific skills such as operating equipment used in bus maintenance, planning and managing projects, and preparing and maintaining accurate records.
- Be able to read instructions, applications, maintenance forms, manuals, and memos; write reports and charts; and perform general math calculations.
- Be willing to attend paid training sessions on weekends or other days, as required by the Transit Division.
- Be able to pass random drug tests as required by the U.S. Department of Transportation regulations.

EDUCATION, EXPERIENCE, AND LICENSES

- High school diploma or GED certificate required.
- Job related experience with certificate required.
- Possess and maintain a valid Louisiana class B commercial driver's license (CDL).