

Job Description

About FLINT HILLS AREA TRANSPORTATION AGENCY

Our Mission

The mission of the Flint Hills Area Transportation Agency is to deliver the highest quality of public transportation service to the Flint Hills region. We will strive to increase our ridership in response to the continued growth of the area, to aid in and contribute to a growing Flint Hills economy, and improve the quality of life for the whole community.

History

Flint Hills Area Transportation Agency (FHATA) has been providing safe, reliable, and affordable public transportation since 1976. The Agency was founded in 1976 by a group of county residents concerned about the lack of public transportation. FHATA is a 501c3 private, non-profit corporation led by a volunteer Board of Directors, comprised of local elected officials, representatives from local organizations, and members at-large. Daily operations are handled by the Executive Director, who is assisted by a leadership team consisting of an Operations Executive, Finance Executive, and Human Resources Executive. In addition, FHATA has an office staff, a maintenance team, a dispatch team, and a team of carefully trained drivers.

Service Area

Our service area is the Manhattan-Riley County area, western Pottawatomie County including the Green Valley area and the St. George and Wamego area, Fort Riley, and the Junction City-Geary County area including the towns of Grandview Plaza and Milford.

SUMMARY OF THE POSITION:

The mission of vehicle maintenance is to provide our drivers and riders with the confidence that our transit vehicles are safe, dependable, and clean and provide transportation in a timely, cost effective, environmentally sensitive manner, with a work force that values teamwork, communication and diversity.

Under general direction of the Director of Operations and the Maintenance Manager, the mechanic will under limited supervision, perform work of considerable difficulty in the repair and maintenance of vehicles and equipment; performs other related work as assigned. Fleet maintenance includes general vehicle maintenance functions such as oil changes, changing and replacing tires, replacing brakes, replacing light bulbs, replacing wiper blades, replenishing fluids (as necessary), and performing other repairs as assigned such as some field service/repair work. Must have the ability to diagnose and repair fleet vehicles that have become disabled.

Position Type/Expected Hours of Work

The individual must be available during the "core" work hours of 7:00 a.m. to 6:00 p.m. The position is a minimum of 40 hours per week. Occasional over-time may be required as projects arise. In addition, occasional evening and weekend work may be required as job duties demand.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Maintenance Functions

- Essential duties includes skilled work involving the maintenance of buses or related components, including: general vehicle maintenance functions, oil changes, brake repairs and changes, gasoline engine tune ups, changing and replacing tires, replacing light bulbs, replacing wiper blades, replenishing fluids (as necessary), services transmissions and rear axles, steering components and chassis, repairs and replaces mufflers, tailpipes, and other exhaust components, and performing other repairs as assigned such as some field service/repair work.
- Performs routine, scheduled and preventative maintenance inspections and requirement repairs to the Agency's fleet vehicles according to the Agency's standards of operations which include compliance with federal and state mandates. Carry out the Agency's Planned Preventative Maintenance (PPM) schedules, and ensure complete preventative maintenance is performed according to the schedules.
- Perform road calls and may work after hours, if needed to diagnose malfunctions and perform vehicles repairs including steering, electrical, cooling brakes systems, drive trains, suspension, transmissions, etc.
- Repair and maintain auxiliary systems and equipment on the buses, such as bike racks, signs, fare collections, cameras, and lift operations.
- May assist with general building and grounds (mowing/snow removal) maintenance, custodial, and other duties as necessary to ensure the safe and efficient operation of the transit facility. Secure, maintain and ensure the safe operation of maintenance equipment, maintenance bays, and all mechanical systems in the facility.
- The position has no direct supervisory responsibilities, but could potentially serve as a coach and mentor for other positions in the department. However, there may be times they are asked act as a lead person in the supervisor's absence.
- Contribute to the performance of the Agency's best practice maintenance vision, by providing quality maintenance work through following the maintenance policies, and procedures to aid and improve operational performance. Contributes thoughts and recommendations regarding the Agency's policies and procedures to continually improvement efficiency of the maintenance department.
- Communicate effectively with drivers to assist in processing and resolution of all pre and post trip driver reports. This includes working with drivers to assist in diagnosis of vehicle problems while in their route and determining if a bus is deemed unsafe to be in service.
- Communicate effectively with dispatch and drivers on the vehicle maintenance schedules when vehicles are pulled for repairs and preventative maintenance. Provide a customer service oriented approach to communication with dispatch and drivers.
- Maintain records of completed repairs, time worked and materials used. Enter and extract data in automated vehicle maintenance system.
- Serve as a back-up at times for bus cleaning and washing.

Work Environment and Physical Demands

- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.
- 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.
- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move

items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

QUALIFICATIONS:

Minimum Qualifications:

- High School/GED diploma required.
- 1-3 years of light, medium or heavy-duty vehicle maintenance experience. Any equivalent combination of education and experience that provides the applicant with the knowledge and skills to perform the work of the position.
- Regular attendance and performance of duties as assigned are required of this position.
- ASE Certifications for brakes, suspension, auto maintenance and light repair
- Must have a clean, valid Kansas Driver's License. Must be able to obtain a CDL class C with Passenger Endorsement within the first 90 days of employment. Employer will provide training to obtain if necessary.
- Must be able to pass background screening, pre-employment drug screening, and pre-employment physical capacity test and DOT physical.
- Must be able to show proof of eligibility to work in the United States (upon hiring).
- Basic computer skills to include minimal knowledge of and experience of using computers and related technology.
- Travel requirement (as a percent): <5% for occasion pick-up of vehicle parts, or transporting a vehicle off-site for maintenance and transporting vehicle from offsite locations back to the facility, etc.

Preferred Qualifications:

- 1 year of maintenance experience in a public transportation environment
- ASE Certification in Transit Bus, School Bus or Medium/Heavy Duty truck a plus
- Knowledge of mechanical principles of gasoline, diesel engines; fluid, pneumatic and hydraulic systems; power train, suspension, and chassis components and assemblies; and electrical, ignition, braking, heating and air conditioning systems
- Knowledge of installation, maintenance and repair of auxiliary systems, equipment and electronics including fare collection, communication, surveillance and related components

Knowledge, Skills, and Abilities:

- Knowledge of current diagnostic techniques and equipment used in fleet repair operations.
- Competent in problem solving. Ability to communicate effectively both verbally and in writing. Must have strong interpersonal skills, demonstrated confidentiality, and strong organizational skills.
- Knowledge of maintenance facility laws/regulations associated with safety and applicable laws/regulations and procedures that apply to vehicles and repair facility.
- Ability to interpret and apply City, County, State, and Federal regulations.
- Ability to coordinate multiple tasks concurrently.
- Willing to work flexible hours to meet the needs of the business.
- Embraces personal challenge.
- Is self-aware, resilient, optimistic and open to change.
- Focused and target driven with a positive, can-do attitude.
- Demonstrated reading, writing, presentation and interpersonal skills necessary to complete required paperwork and written documentation.

- A collaborative and flexible style with a strong customer service mentality committed to lifelong learning.
- Requires ability to research wide range of problems that are presented; requires ability to obtain the knowledge and understanding of current FHATA policies and procedures.

Job Type: Full-time

Salary: \$15.00 to \$23.00 /hour