



## POSITION DESCRIPTION

**POSITION: MECHANIC “B”**

**STATUS: FULL TIME**

**REPORTS TO: LEAD TECHNICIAN AND/OR OPERATIONS MANAGER**

### **JOB SUMMARY:**

Works under supervision or detailed instruction and performs vehicle inspections and repairs as directed. Assists Lead Technician with more difficult tasks. Works within the framework of the agency’s policies and procedures.

### **COMPENSATION/BENEFITS**

Competitive wage scale. Health care allowance, 457 match, dental coverage, ten paid holidays and ten days’ vacation per year to start. Mandatory participation in the CALPERS retirement program.

### **JOB CONTENT:**

1. Performs visual inspection to include obvious damage; worn flat tires, broken windows or doors, mirrors, or destination signs.
2. Checks vehicle fluids, changes oil and filters, complete chassis lubrication.
3. Replaces alternators, generators, starters, etc.
4. Inspects and replaces radiators, heaters, windshield wipers motors and hoses.
5. Checks and tightens all nuts, bolts, and fittings
6. Makes reports to the “A” Mechanic regarding any frayed, worn, or loose wiring and inspects all drive belts for proper tension.
7. Looks for and reports fluid leaks.
8. Changes interior and exterior light bulbs, lamps, and lenses.
9. Performs more difficult tasks under supervision.
10. Completes all tasks assigned in a safe manner and follows company policies and procedures.
11. Facility maintenance and cleaning of buildings, bus shelters and transit hubs.

**Performs related duties as necessary or special assignments as directed.**

### **MACHINES, TOOLS, EQUIPMENT, SOFTWARE USED TO PERFORM JOB:**

1. Must be proficient in the correct and safe use of all hand tools normally used in the trade for optimum level of performance.
2. Must provide basic tools necessary to perform basic functions of position and be familiar with safe use of such tools.
3. Must be proficient in the operation with all other machines and equipment. Examples of equipment and machines are welding, lifts, and paint spray.
4. Must use protective safety equipment in conjunction with some activities.

**COMPETENCIES** – To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Uses intuition and experience to complement work assignment.

Design – Generates creative solutions; Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication – Writes clearly and informatively; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation – Sets and achieves challenging goals. Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and material properly.

Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; Takes responsibility for own action; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

#### **PHYSICAL DEMANDS OF THE JOB:**

1. Climbing ladders, scaffolding using feet and legs and/or hands and arms with body agility.
2. Balancing, maintaining body equilibrium and prevent falling when walking, standing or crouching on scaffolding.
3. Stooping-bending body downward and forward requiring full use of lower extremities and back muscles.
4. Kneeling-bending legs at knee and come to rest on knees.
5. Reaching-extending hands and arms in any direction.
6. Standing for prolonged periods of time.
7. Pushing-using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
8. Pulling using upper extremities to exert force in order to move objects in a sustained motion.
9. Lifting—raising objects from high to low positions or moving horizontally.
10. Grasping—applying pressure with the fingers and palms.
11. Able to express or exchange ideas by means of the spoken word to give instructions to other workers.
12. Having ability to receive detailed information through oral communications discrimination in sound to detect adjustments required on machine arts.
13. Walking to accomplish tasks both within the various areas of the department and to interact with other department personnel.
14. High visual acuity in analyzing machinery, equipment, data and figures. Ability to see at arm's length.

## **ENVIRONMENTAL DEMANDS:**

1. Subject to both inside outside environmental conditions; protection from weather conditions but not necessarily from temperature changes; subject to extremes in temperature.
2. Subject to ambient noise; may be subject to hazards such as proximity to moving mechanical parts, electrical current, high heat or exposure to chemicals.
3. Periodically subject to atmospheric conditions including fumes, odors, dust, mist, gas that can affect the respiratory system or the skin; also oils and other cutting fluids.

## **MOTOR VEHICLE and CRIMINAL RECORDS STANDARDS**

Applicants may be disqualified for any of the following charges:

- Any drug related offense
- Any conviction for a “crime of violence against others” including spousal assault or abuse.
- Any conviction for a crime against a minor.
- Any conviction for Driving While Intoxicated (DWI) or Driving Under the Influence (DUI).
- Any conviction within the last 60 months for a motor vehicle violation which was classified as a criminal offense, (i.e. Hit and Run, Evading Arrest, etc.)
- Any conviction within the past 36 months of more than 15 miles per hour over the speed limit, (i.e. reckless driving.)

## **Special Requirements**

- Successful completion of pre-employment background verification, drug screen and DOT physical.
- Must have a valid commercial Driver’s License “Class B” and DMV Physical Certification to be able to drive any agency vehicle. Agency will train if applicant does not possess.

**An Equal Opportunity Employer  
MBTA Employment Application**

**PLEASE PRINT**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip

Permanent Address (if different from present address)

\_\_\_\_\_ No. Street City State Zip

**Employment Desired**

Position Applying for: \_\_\_\_\_

Are you applying for:

Regular full-time work? Yes \_\_\_\_\_ No \_\_\_\_\_

Regular part-time work? Yes \_\_\_\_\_ No \_\_\_\_\_

Temporary work, e.g., summer or holiday work? \_\_\_\_\_

Are you available between the hours of 5:30 a.m. and 10:30 p.m.? \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

If applying for temporary work, during what period of time will you be available? \_\_\_\_\_

\_\_\_\_\_

Are you available for work on weekends? \_\_\_\_\_

Will you be available to work overtime if necessary? \_\_\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

Salary desired: \_\_\_\_\_

**PERSONAL INFORMATION**

Have you ever applied to or worked for the MBTA before? \_\_\_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for the MBTA? \_\_\_\_\_

If yes, state name and relationship \_\_\_\_\_

\_\_\_\_\_

Why are you applying for work at the MBTA? \_\_\_\_\_

\_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If under 18, hire is subject to verification that you are of minimum age.)

If hired, can you present evidence of your citizenship or proof of your legal right to live and work in this Country? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, describe the functions that cannot be performed. \_\_\_\_\_

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions.

Are you able to perform all other duties of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, describe the functions that cannot be performed. \_\_\_\_\_

Note: Hire may be subject to passing a medical examination and a skill and agility test.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Convictions for marijuana related offenses more than two years old need not be listed. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state the nature of the crime(s), when and where convicted and disposition of the case. \_\_\_\_\_

\_\_\_\_\_

Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, may we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION, TRAINING AND EXPERIENCE

School	Name and address	No. of years completed	Did you graduate?	Degree or Diploma
High School				
College/University				
Vocational/Business				
Health Care				

Many of our customers (clients) do not speak English. Do you speak, write or understand any foreign language(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which language(s)? \_\_\_\_\_

### Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of license/certification \_\_\_\_\_

Issuing State \_\_\_\_\_

Has your license/certification ever been revoked or suspended? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state reason(s), date of revocation or suspension and date of reinstatement. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Do you have any physical condition that will keep you from lifting 40 to 60 lbs. occasionally?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a clean driving record for seven years with no moving violations or accidents?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you insure your personal vehicle for liability insurance as required by the CHP for a Commercial Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

## Employment History

List below all present and past employment starting with your most recent employer (last ten years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of employer \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of employer \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name of employer \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of employer \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Type of Business \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ Your Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## MILITARY SERVICE

Have you obtained any special skills or abilities as a result of service in the military? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, describe \_\_\_\_\_

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## REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Occupation \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Occupation \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
No. Street City State Zip

Occupation \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ Number of years acquainted \_\_\_\_\_

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**Please read carefully, initial each paragraph and sign below:**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am already employed, regardless of the time elapsed before discovery. \_\_\_\_\_

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and further, authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records without giving me prior notice of such disclosure. In addition I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims related to such investigation and disclosure. \_\_\_\_\_

I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by the company, that all disputes that cannot be resolved by informal internal resolution which may arise out of my employment, whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution and there are no other agreements as to dispute resolution, either oral or written. \_\_\_\_\_

I understand that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative. \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

**Disclosure to Employment Applicant Regarding Procurement of a Consumer Report and  
Authorization to Procure a Consumer Report**

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In connection with my application for employment with Morongo Basin Transit Authority (Hereinafter referred to as "the company") I understand that several investigative consumer reports may be requested and may include information as to my character, general reputation personal characteristics, mode of living, work habits, credit, academic credential verification, job performance, experience and reasons for termination. Further, I understand that you may be requesting information concerning worker's compensation claims, motor vehicle operations history and criminal history from various private and public sources along with other public records available.

I further acknowledge that a telephone facsimile (FAX) or photographic copy of this authorization will be valid as the original. According to the Fair Credit Reporting Act, I am entitled to receive a summary of my rights and have the right to request additional disclosures as follows:

Upon my written request the company within a reasonable period of time after receipt of this disclosure the company shall make a complete and accurate disclosure of the nature and scope of the investigation requested, along with the name, address and telephone number of the consumer reporting agency that provided the investigative consumer report to the company, and that this disclosure shall be made in writing and delivered to me no later than five days after the date on which the company receives my request or five days after I request the disclosure, whichever is later. I understand that I have the right to request a written summary of my rights under FCRA.

**Minnesota and California applicants only.** If you want a copy of the credit report(s) ordered, check here \_\_\_\_\_. The reports will be sent by the reporting agency to you at the address below your signature.

I further understand and consent that in connection with my employment that several investigative consumer reports may be requested on me if I become employed by the Morongo Basin Transit Authority.

Other names or aliases if applicable:

\_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Date Year

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

To All Applicants:

The information requested below is used to assist in the completion of a background investigation. The information is maintained in a limited access file, detached from your application. The information will be used for the sole purpose of identification when conducting a background investigation. Your response will not be used to determine eligibility for employment.

**D. O. B.** \_\_\_\_\_

Date of Birth (Optional for criminal and driver's history.) The age discrimination in employment act of 1967 prohibits discrimination in employment on the basis of age.