

- ✓ Maintains necessary records or forms on work performed.
- ✓ Performs custodial maintenance duties as required.
- ✓ Responsible for all repairs completed and responsible for completing all work orders on repairs performed.
- ✓ Account for all materials used in accordance with the work order system.
- ✓ Assists Streets Division with snow removal activities.

MINIMUM JOB REQUIREMENTS:

Working knowledge of the standard practices, methods, materials, and tools used in equipment maintenance.

Ability to diagnose mechanical and electrical defects and determine steps necessary to put equipment in proper operating condition.

Ability to insure compliance with and follow standard safety practices and procedures common to equipment maintenance work.

Ability to keep accurate and complete records.

Ability to establish and maintain effective working relationships with employees and other departments.

Must be able to operate diagnostic computer programs/equipment.

Must have complete set of mechanic's hand tools necessary to perform all types of repair(s) to revenue equipment and company cars and trucks.

Knowledgeable of system routes for service calls.

Knowledge to analyze any cause of equipment failure.

Knowledgeable of foreman's duties on all shifts, so as to be capable of operating garage on weekends as acting foreman.

Individual receives general guidance, but works independently.

Ability to communicate effectively both verbally and in writing.

Must be able to work independently.

A current and valid Indiana Driver's License.

Automotive Service Excellence (ASE) certification preferred. Must possess high school diploma or GED. At least 2 to 4 years experience in the repair and maintenance of automotive and heavier equipment.

PHYSICAL DEMANDS:

The physical demands of this position are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representatives of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties *of* this job, the employee occasionally works near moving mechanical parts and in outside weather conditions, fumes or airborne particles, and risk of electrical shock.

The noise level in the work environment is usually moderate.

Gary Public Transportation Corp., is an equal opportunity employer, committed to the hiring, advancement and fair treatment of individuals without regard to race, color, religion, sex, sexual preference, age, national origin, ethnicity, disability or veteran status, or any other protected status designated by federal, state or local law.