



BAY AREA TRANSPORTATION AUTHORITY

JOB DESCRIPTION

FLEET TECHNICIAN

Supervised By: Facilities and Fleet Maintenance Manager

Supervises: No Supervisory Responsibility

Payscale: Non-bargaining level 1

Position Summary:

Under the direct supervision of the Facilities and Fleet Maintenance Manager and through coordination by the Fleet Service Coordinator, the individual is responsible for the interior and exterior cleanliness of all BATA vehicles as well as assuring correct fluids levels are maintained through daily checks on entire fleet.

Essential Duties:

- Managing a rotating schedule of up to 70 vehicles assuring all vehicles receive the care they require on the preset intervals previously determined.
- Operating the semi-automated bus wash assuring proper use to avoid machine and vehicle damage.
- Cleaning interiors including vacuuming, sweeping, mopping, dusting, sanitizing, glass cleaning and steam cleaning.
- Track and file all washing and cleaning schedules.
- Checking, filling and recording all fluid levels in the entire fleet on a daily basis.
- Maintaining a clean and safe work environment.
- Responsible for requesting and stocking all janitorial supplies needed for bus cleaning.
- Assist in key & lock security for buildings and vehicles.
- Perform inspections on equipment; perform PM as needed (Lube wash system)
- All other duties as assigned

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

High school diploma or equivalent.

Must possess and maintain a valid Michigan driver's license and maintain a Commercial Driver's License Class B with, at minimum, passenger endorsement and air brakes within 30 days of hire or the first available training opportunity.

Excellent attendance.

Demonstration of material/minor maintenance knowledge and aptitude

Exhibits safety consciousness

Must present neat well-groomed appearance in all situations.

Must demonstrate a mechanical aptitude.

Must demonstrate critical thinking skills to solve daily logistical challenges

Basic skill in the use of technology, including computers and specifically Microsoft Outlook and Excel.

Ability to understand and follow oral and written instructions, and carry them out independently.

Tactfully and courteously interact with vendors, co-workers and customers, providing excellent customer service.

In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing 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 regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes.

Physical mobility – ability to walk extended distances and climb stairs, ladders and ramps as necessary. Must be capable of bending, squatting, and lifting up to 60 pounds.

Agility/Movement – Ability to lift, push, pull, and manipulate vehicles, tools, equipment, supplies, and other objects up to 60 pounds.

The typical work environment of this job varies where the noise level is moderate and sometimes loud, working under normal fluorescent lighting, regularly exposed to dust, fumes from exhaust, and chemicals associated with vehicle and building maintenance.

Employment Status:

FLSA – Hourly Non-bargaining

Adopted October 2015

Updated March 2016

This job description has been approved by all levels of management:

Manager _____

HR _____

Starting Pay Rate: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____