

## Burlington Trailways

### Mechanic

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Department: Maintenance	Job Status: Full Time
FLSA Status: Exempt	Reports To: Shop Foreman
Grade/Level:	Amount of Travel Required: 25
Job Type: Regular	Positions Supervised: None
Work Schedule:	
Monday thru Friday Wednesday thru Sunday Friday thru Tuesday Sunday thru Thursday 2nd shift On Call weekend rotation	

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#### POSITION SUMMARY

Perform maintenance duties at Burlington Trailways on all vehicles so that they are well maintained and safe to operate at all times. Diagnose, adjust, repair, or overhaul buses and trucks. Maintain and repair any type of diesel engines.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

- Test drive vehicles, and test components and systems, using equipment such as infrared engine analyzers, compression gauges, and computerized diagnostic devices.
- Examine vehicles to determine extent of damage or malfunctions.
- Repair, reline, replace, and adjust brakes.
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, injectors, wheel bearings, and other potentially troublesome areas.
- Confer with customers / employees to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.
- Perform routine and scheduled maintenance services such as oil changes, lubrications, tune-ups, and overhauls. Full inspection and repair of any unsafe or worn parts that would prevent the safe operation of the vehicle. Fuel and check fluid levels.
- Repair and service air conditioning, heating, engine-cooling, and electrical systems.
- Test and adjust repaired systems to meet manufacturers' performance specifications.
- Review work orders and discuss work with supervisors.
- Tear down, repair, and rebuild faulty assemblies such as power systems, steering systems, and linkages.
- Plan work procedures, using charts, technical manuals, and experience.
- Disassemble units and inspect parts for wear, using micrometers, calipers, and gauges.
- Repair or replace parts such as pistons, rods, gears, valves, and bearings.
- Rewire ignition systems, lights, and instrument panels.
- Repair manual and automatic transmissions.
- Install and repair accessories such as radios, heaters, mirrors, and windshield wipers.
- Maintain cleanliness of work area.
- Suspension work to include repair or replace air bags, shock absorbers, and radius rods.
- Replace and adjust headlights.
- Overhaul or replace carburetors, blowers, generators, distributors, starters, and pumps.
- Repair or replace leaking radiator.
- 3-Axle Alignment.
- Rebuild parts such as crankshafts and cylinder blocks.
- Transmission Replacement
- Differential Replacement
- Clutch Replacement
- Alternator Replacement
- Air Compressor Replacement

- A/C Service
- Electrical Troubleshooting and Repair
- Interior Maintenance to include fix broken seats and upholster seats
- Change tires, breakdown and mount tires on rims.
- Complete all appropriate paperwork.
- Assist cleaners and building maintenance as needed and time permits.
- Ability to aquire and retain a class B CDL with passenger and air brake endorsement. This may be waved under certain circumstances.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Adaptability - Ability to adapt to change in the workplace.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Autonomy - Ability to work independently with minimal supervision.
- Reliability - The trait of being dependable and trustworthy.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ambition - The drive to achieve personal advancement.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Judgment - The ability to formulate a sound decision using the available information.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Accuracy - Ability to perform work accurately and thoroughly.
- Decision Making - Ability to make critical decisions while following company procedures.
- Conceptual Thinking - Ability to think in terms of abstract ideas.
- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.

## SKILLS & ABILITIES

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|---------------------|---|
| Education:          | Associate's Degree (two year college or technical school) Preferred, Field of Study: Diesel technology<br>Bachelor's Degree (four year college or technical school)<br>Prior work experience: Preferred |
| Computer Skills:    | Basic computer skills and ability to use computers to diagnose vechicle faults and codes.   |
| Other Requirements: | Pre-employment and random drug testing applies.   |

## PHYSICAL DEMANDS

- N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
 F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
 C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	C	10 lbs or less	F
Walk	C	11-20 lbs	F
Sit	O	21-50 lbs	F
Manually Manipulate	C	51-100 lbs	F
Grasp	C	Over 100 lbs	O
Reach Outward	C		
Reach Above Shoulder	C	Push/Pull	
Speak	O	12 lbs or less	F
Climb	O	13-25 lbs	F
Crawl	O	26-40 lbs	F
Squat or Kneel	O	41-100 lbs	O
Bend	O		

**Other Physical Requirements**

- Vision (Near, Distance, Color, Peripheral, Depth)
- Sense of Sound - Please refer to FMCSA 319.41 (11)
- Sense of Balance

**WORK ENVIRONMENT**

May work indoors or outside in the elements. Must be flexible during the workshift.

Prepared by: Burlington Trailways Date: 05-29-2014

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.