



Job Title:	Mechanic	Job Category:	Exempt
Department/Group:	Shop	Reports To:	Regional Manager
Location:	Davenport, IA	Travel Required:	30%, road calls
Position(s) Supervised:	None	Position Type:	Full-Time
HR Contact:	Caylie Cherry	Date Posted:	Date Posted
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Posting Expires

Applications Accepted By:

FAX OR EMAIL:

319-753-2864 Ext 126
 ccherry@burlingtontrailways.com
 Subject Line: Lead Mechanic

MAIL:

Human Resources
 Burlington Trailways
 PO Box 531
 West Burlington, IA 52655

Job Description

SUMMARY

Performs inspection, maintenance and repairs on motorcoaches. Responsible for diesel engines, transmissions, brake systems, electrical trouble shooting, steering and cooling systems. Keeps track of the maintenance work on the vehicles. Ensures coaches are in a safe operating state prior to being dispatched on the road, and services provided are in compliance with safety procedures.

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

- 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. Discuss work to be performed and future repair requirements. Review work orders and discuss work with supervisor.

- 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.
- 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 and replace parts, such as pistons, rods, gears, valves, and bearings.
- Rewire ignition systems, lights, and instrument panels.
- Repair manual and automatic transmissions.
- Suspension work to include repair of replacement of air bags, shock absorbers, and radius rods.
- Overhaul and replace carburetors, blowers, generators, distributors, starters, and pumps.
- Maintain cleanliness of work area.
- Assist cleaners and building maintenance as needed and time permits
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- FTA Safety Sensitive Functions: operating a revenue service vehicle, including when not in revenue service, operating a non-revenue service vehicle, when that vehicle is required to be operated by a holder of a Commercial Driver's License (CDL), controlling dispatch or movement of a revenue service vehicle, and maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service

COMPETENCY STATEMENT(S)

- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Follow US DOT regulations -
 - Safely, efficiently, and courteously drive Motor Coaches of at least 45'in length, and other company vehicle, on all public highways and private property as directed, including cities and mountainous regions in all weather conditions. Knowledge of defensive driving techniques is essential.
 - Knowledge & practical use of the US Department of Transportation (US DOT) regulations pertaining to the driving of Commercial Vehicles.
- Decision Making - Ability to make critical decisions while following company procedures.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.



- Deductive Reasoning - Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Accuracy - Ability to perform work accurately and thoroughly.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Accountability - Ability to accept responsibility and account for his/her actions.

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QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma/GED Required, Associate's Degree/Bachelor's Degree in Diesel Technology preferred

Valid CDL (Class B) or ability to obtain with training, clean driver's license required

Knowledge of and ability to use computers to diagnose vehicle faults and codes

PREFERRED SKILLS

Diesel Mechanic experience preferred

Demonstrates strong work ethic, honesty, integrity and self-motivation.

Ability to work independently.

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	F	10 lbs. or less	F
Walk	F	11-20 lbs.	F
Sit	O	21-50 lbs.	O
Manually Manipulate	F	51-100 lbs.	O
Reach Outward	F	Over 100 lbs.	O
Reach Above Shoulder	F		
Climb	O		
Crawl	O	PUSH/PULL	
Squat or Kneel	F	12 lbs. or less	F
Bend	O	13-25 lbs.	F
Grasp	C	26-40 lbs.	O
Speak	F	41-100 lbs.	O
OTHER PHYSICAL REQUIREMENTS			
<ul style="list-style-type: none"> • Ability to obtain a valid DOT medical certificate 			
ADDITIONAL NOTES			
<p>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.</p>			
EQUAL EMPLOYMENT OPPORTUNITY			
<p>Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on any legally-recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation or related medical conditions), age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.</p>			

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time