



Job Title:	Entry Level Mechanic	Job Category:	Hourly, Exempt
Department/Group:	Garage	Reports To:	Executive Vice President, Regional Manager
Location:	Davenport, IA	Travel Required:	25%, road calls
Position(s) Supervised:	None	Position Type:	Full Time

Summary

Services motorcoaches, trucks and automobiles with fuel, lubricants, and accessories. Inspect thru and cut motor coaches assuring they are in a safe operating state prior to being dispatched on the road. Performs inspection, maintenance, and light repairs on motorcoaches. Keeps track of the maintenance work on the vehicles. Ensures services provided are in compliance with safety procedures. Keeps shop and property clean.

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 accommodation may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

- Check all outside lights and repair as needed.
- Check all inside lights on motor coach repair as needed.
- Fuel motor coach, check/change engine oil, power steering oil, coolant, and transmission fluid, grease vehicle. Add required amounts of proper oil/ fluid to each and complete proper paperwork.
- Fill out all required DOT and company paperwork.
- Check tire pressure and depth. Replace if needed.
- Breakdown and mount tires
- Full inspection (A and B) and repair of any unsafe or worn parts that would prevent the safe operation of the vehicle. If not able to repair, must ensure clear and precise communication with dispatch/supervisor, and put the equipment out of service.
- Check and replace wiper blades
- Check belts
- Visual check of wheel seals, air lines, and suspension components
- Troubleshoot electrical problems
- Change brake pads
- Maintain cleanliness of work area.
- Act with safety and company security in mind. Be able to identify and correct unsafe/unsecure conditions with help, as necessary.
- Follow proscribed dress code.
- FTA Safety Sensitive Functions: operating a revenue service vehicle, including when not in revenue service, and maintaining (including repairs, overhaul, and rebuilding) a revenue service vehicle or equipment used in revenue service
- Assist with road calls, as needed.
- Other duties as assigned

Position Qualifications

- High School Diploma/GED Required, working knowledge of diesel mechanics preferred
- Basic computer skills

Ability to:

- Obtain, possess, and maintain a Class B Commercial Driver's License with passenger and air brake endorsements.
- Obtain, possess, and maintain a current DOT Medical Certification.
- Maintain a 'non-prohibited' query result in the Drug and Alcohol Clearinghouse.
- Read, write, and speak English fluently.
- Successfully complete a background check up to Burlington Trailways standards.
- Maintain a good driving record and pass an insurability test with our current insurance carrier.
- Pass a pre-employment drug screen and random alcohol and drug screens in accordance with FTA/FMCSA drug testing requirements.
- Stay current with DOT/FMCSA/FTA regulations pertaining to position

Physical Demands

Definitions:

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+ hours/day)
F (frequently)	Position requires this activity from 33%-66% of the time (2.5-5.5+ hours/day)
C (constantly)	Position requires this activity more than 66% of the time (5.5+ hours/day)

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

Equal Employment Opportunity

Burlington Trailways is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination against any applicant or employee based on and legally-recognized basis, including, but to 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 coworkers.

Additional Notes

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.