

Sitka Tribe of Alaska
Job Description
AUTOMOTIVE MECHANIC

Exempt:	Yes	Grade:	10 (\$29.53—\$38.71) DOE
Benefits:	Yes	Hours:	Varies
Department:	STE/Transportation	Reports to:	STE Director
Prepared by:	Deputy General Manager	Approved by:	General Manager

I. SUMMARY:

The position supports the operations of “the RIDE” Public Transportation program and Tribal Tours by maintaining and repairing all transit vehicles. Additionally, this position will provide mechanical services to STA Administrative vehicles. The position will inspect and provide a maintenance schedule for each vehicle. The work hours vary based on maintenance needs. Weekends, evenings, and some holidays are required.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Responsibilities for Preventative Maintenance of Buses

- Create and adhere to the Preventative Maintenance Plan according to the manufacture
- Perform bus manufacturer’s preventive maintenance schedule and provide recommendations to the director
- Check and follow up with any recalls reported by the manufacture
- Check each vehicle inspection report
- Ensure each item on the vehicle inspection report is recorded and repaired timely
- Coordinate bus maintenance needs with any hired bus mechanic(s), and bus driver(s) as necessary; in the event of repair, maintain steady communication with the bus mechanic
- Use hand tools, such as screwdrivers, pliers, wrenches, pressure gauges, or precision instruments, as well as power tools, such as pneumatic
- Inspect brake systems, steering mechanisms, wheel bearings, and other vital parts to ensure that they are in proper operating condition
- Raise trucks, buses, and heavy parts or equipment using hydraulic jacks or hoists
- Adjust and reline brakes, align wheels, tighten bolts and screws, and reassemble equipment
- Attach test instruments to equipment, and read dials and gauges to diagnose malfunctions
- Keep an organized inventory of all STA/STE/theRide tools and equipment
- Other related duties as assigned.

Inspection and Service Schedule

- Schedule “A” Certified Inspection and Service A to be conducted on each unit every 45 days, or every 3,000 miles for gasoline units and 5,000 miles for diesel

units - whichever comes first - including inspection of the interior, exterior, under the hood, under the bus, bus lift inspection and inspection of the brake system. Also this inspection and service includes changing the oil, oil filter and lube.

- Inspection and service time: 3.00 hours per unit
- Schedule "B" Certified Inspection and Service to be conducted on each unit annually or 15,000 miles, whichever comes first, for both gasoline and diesel. This is a complete wheels-off brake inspection, followed by service as needed.
(Also perform Level "A" Maintenance.)
Inspection and service time: 3.00 to 6.00 hours per unit – dependent upon brake type.
 - Schedule "C" Certified Inspection and Service to be conducted on each unit annually or every 30,000 miles, whichever comes first. This is a transmission inspection. Every other year, or every other 30,000 miles, the transmission fluids will be drained and replaced along with the filter.
(Also perform Level "A" and "B" Maintenance.)
Inspection and service time: 1.50 hours per unit
 - Schedule "D" Certified Inspection and Service to be conducted on each unit every 45,000 miles, consisting of the Coolant Flush (Also perform Level "A" and "B")
 - Schedule "E" Certified Inspection and Service to be conducted on each unit every 90,000 miles. (Also perform level "A", "B", "C", and "D" Maintenance)
 - Schedule "F" Certified Inspection and Service to be conducted on each unit every 150,000 miles (Also Perform Level "A", "B", and "C" Maintenance)
 - In all Inspections and Services, the Service Provider will follow Preventative Maintenance Schedule 2012, adopted by the Tribe, as to details of the Inspections and Services to be provided.
 - The "Inspection and Service Time" is estimated labor hours only and will be billed at the actual hours expended; also, it does not include replacement parts
 - Unscheduled inspections, maintenance, and repairs will also be provided for all buses on an "as needed" basis

Meetings, Responsibilities, and Professional Conduct

- Attend all required training workshops
- Attend required staff meetings
- Maintain professional conduct with supervisor, drivers, public, STA staff, and vendors at all times
- Responsible for safekeeping and return of assigned keys

III. MINIMUM QUALIFICATIONS:

Education and Experience

- High School diploma or equivalent
- (5) years of experience as a auto mechanic working on commercial buses

Knowledge, Skills, and Abilities

- Must be physically able to perform required tasks outside in varying weather conditions
- Must have knowledge of bus/vehicle maintenance
- Commercial Drivers License (CDL) Class C, with Passenger Endorsement or the ability to obtain one
- Ability to lift 50 lbs
- Must be able to work independently and follow directions with minimal guidance
- In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)

VI. ADDITIONAL

A. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

B. Drug- and Alcohol-Free Workplace

This position is considered safety-sensitive according to the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace ordinance. This position, therefore, requires a pre-employment drug screening and is subject to reasonable suspicion, random, post-accident, return to duty, and follow-up drug and/or alcohol testing.

C. Preference

Tribal Citizen and Native preferences apply as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.