

MASS TRANSPORTATION AUTHORITY

JOB DESCRIPTION

POSITION: GENERAL MAINTENANCE TECHNICIAN

SCOPE OF RESPONSIBILITIES:

A General Maintenance Technician is responsible for maintaining a high level of cleanliness of the maintenance department and different maintenance areas. They perform maintenance and cleaning duties at all MTA facilities, sweeping and washing all Mass Transportation Authority vehicles and equipment. After proper training, they may perform semi-skilled maintenance and repairs of light and heavy-duty transit vehicles, maintenance and repair of building, grounds and equipment, and vehicle painting and body repairs.

SUPERVISED BY: MAINTENANCE SUPERVISORS

PRINCIPAL RESPONSIBILITIES:

- Maintain good working relations with co-workers and supervisors
- Clean and maintain the maintenance department, including work areas, the maintenance offices and the employee restrooms
- Sweeping, mopping and cleaning windows and walls
- Remove trash from working areas
- Use power washing equipment to clean facilities, equipment and vehicles
- Clean and maintain the grounds surrounding MTA facilities
- Perform major cleaning of all vehicles and equipment, including interior and exterior; sweep and/or vacuum floors, including driver platforms; wash floors; clean windows; dust ledges, dash areas, wheel housings and fixtures
- Report defects found on vehicles and/or equipment
- Proper servicing of vehicles and equipment as required: Includes changing headlights, flasher bulbs and replacing wiper blades, changing oil and replacing filters
- Check and fill, as required, all vehicle and equipment fluids daily: Includes oil levels, radiator coolants, transmissions fluids and alcohol
- Fuel buses
- Shovel snow
- Operate snow removal equipment and other equipment as assigned
- Perform facility, vehicle and equipment sanitation functions as assigned
- Assist mechanics as assigned
- Change and repair tires
- Retrieve and reposition vehicles
- Perform minor corrective maintenance to ready fleet
- Perform road service calls
- Production, servicing and installation of advertising signs and frames on vehicles
- Perform other duties assigned

MINIMUM ACCEPTABLE EMPLOYMENT REQUIREMENTS

- High School Diploma or equivalent
- Ability to understand the applications and use of cleaning materials and supplies
- Ability to understand the applications and use of lawn materials, supplies and equipment

- Valid Michigan Driver's License
- Ability to obtain a Commercial Driver's License (MTA trains for CDL)
- Ability to pass criminal and reference checks
- Ability to pass a Department of Transportation (DOT) physical and drug screen
- Ability to attend work regularly and work under stressful conditions

MINIMUM ACCEPTABLE JOB PERFORMANCE STANDARDS

- Maintain continuous professional attitude, appearance and conduct at all times
- Maintain sound judgement in determining and reporting all pull-offs, incidents or accidents and equipment defects
- Insure vehicle cleanliness
- Meet standards required by Mass Transportation Authority, including no addiction to alcohol or drugs
- Maintain an excellent driving record
- Wear and maintain authorized uniform
- Maintain a clean, well-groomed appearance at all times
- Be punctual and report for duty in the prescribed manner
- Comply with all MTA rules and regulations and contractual requirements

PHYSICAL REQUIREMENTS

- Must be able to lift and/or move up to 50 pounds
- Daily use of hands and fingers to handle or feel objects, tools or controls.
- Reaching with arms and hands; walk, climb or balance; stoop, kneel or crouch
- Perform duties in outside exposed weather of extreme cold or heat or wet and humid conditions
- Must be able to tolerate some vibration and moderate exposure to mechanical parts
- Must be able to safely fit behind the steering wheel of the standard vehicle operated by MTA

WAGE: \$16.39 per hour plus benefits OR \$16.39 per hour plus a monthly amount in lieu of benefits

APPLICATION SUBMITTAL:

Applications will be accepted until the position is filled. Applications are available at www.mtaflint.org. Submit resume and application to jobs@mtaflint.org. MTA is an equal opportunity employer!

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.