



JOB TITLE:	<b>BUS MECHANIC APPRENTICE</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>CHIEF MECHANIC</b>	EEO CATEGORY:	<b>07 - SKILLED</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>YES</b>
CLASSIFICATION:	<b>REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

The Bus Mechanic Apprentice program is a rigorous four-year apprentice training program consisting of approximately 8,000 hours of paid on-the-job training (OJT) along with a minimum of 576 hours of supplemental college-level curriculum in heavy duty diesel technology. Specific OJT, evaluation, and supervision are provided by Bus Division shop personnel and overall apprentice performance is evaluated and managed by San Francisco Peninsula Automotive and Machinist Joint Apprenticeship Committee (JAC). Required supplemental curriculum is completed on the employee's own time and outside of established shift hours. This is a State of California sanctioned apprenticeship program with successful and satisfactory completion of all program requirements culminating in award of journeyman transit mechanic certification from the State of California Division of Apprenticeship Standards (DAS). While it is expected that successful apprenticeship program completion will result in regular full-time journey-level employment with the District's Bus Transit Division, full-time journey level employment upon completion of the program is subject to the District's ongoing staffing requirements and therefore not guaranteed.

### Essential Responsibilities

- Under direct supervision and guidance, performs major rebuilding, repair and/or removal and replacement of engines, transmissions, differentials, turbochargers, pumps, motors, injectors, cylinder heads, air compressors, air brake systems, hydraulic systems, steering and suspension systems, air conditioning systems, electrical systems, accessibility equipment, and associated vehicle systems
- Under direct supervision, accomplishes ongoing preventive maintenance inspections (PMI) and routine bus maintenance procedures
- Utilizes PC-based vehicle diagnostic software applications to evaluate and/or calibrate vehicle electronic control systems
- Provides normal and reasonable care of all District-owned property and tools provided; adheres to shop safety and housekeeping practices as required by District policy, regulatory oversight agencies such as Cal OSHA, and common industrial safety and hygiene practices
- Responsible for written communication concerning ongoing status of repairs completed, repairs in progress, and outstanding repairs necessary to safely and economically provide vehicles for District transportation needs



- Generates and completes work orders in an electronic asset management system (IBM Maximo)
- Regular and reliable attendance and performance is required
- Apprentice is required to maintain satisfactory attendance, performance, and completion of supplemental college coursework as a condition of continued employment

## Required Knowledge, Skills and Abilities

### Knowledge of:

- District Policies and Labor Agreement (MOU) Provisions
- Occupational health and safety rules and working practices applicable to this position

### Ability to:

- Learn effective use of Microsoft Windows-based vehicle diagnostic software applications
- Read, interpret, and apply complex written diagnostic and repair instructions contained in technical publications such as repair manuals, service bulletins, and schematic diagrams
- Learn safe and effective use of hand tools, grinders, drills, pneumatic wrenches, digital volt/ohm meters, smog testing equipment, and other tools and equipment commonly found in a bus/truck fleet shop environment
- Communicate clearly and effectively orally, in writing, and via electronic communication channels
- Achieve and maintain effective, professional, and cooperative working relationships with all persons encountered during the course of work
- Learn and apply common safety and health rules and safe working practices applicable to the industry

## Minimum Qualifications

### **Education and/or Experience Requirement:**

- High school diploma or equivalent required
- Verifiable work experience in the automotive and/or heavy duty vehicle repair trades is desirable
- Verifiable education or training in the automotive and/or heavy duty vehicle repair trades, such as high school automotive technology coursework or automotive trade technical school is desirable
- Position requires a high degree of determination and commitment to personal and professional development and learning

### **Required License(s):**

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations and/or "at fault" accidents within the last three years of posting, and No DUI's or Reckless Driving violations within the last 7 years on the current DMV print-out. Operates District vehicles on a regular basis.
- Must obtain a Class "A" or "B" license with "P" endorsement within the six-month introductory/probationary period.

**Required Tools:**

Must have a basic set of journey level hand tools to accomplish assigned work.

**Hours:**

- Apprentice mechanics will be primarily assigned to day shift hours, Monday-Friday, 6:45 a.m. - 3:15 p.m.
- Apprentice mechanics will occasionally be rotated to swing and grave shift hours as training requirements dictate and supplemental coursework schedules allow
- Maintenance Department operates 7 days per week, 24 hours per day
- Must be available to work all shifts

**Physical Requirements:**

- Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds
- Frequent bending and kneeling and occasional climbing on 12-foot ladders and/or scaffolding
- Working inside and outside in all weather conditions
- Work around fumes, odors, and dust in an occasionally high noise level environment