



GREATER LYNCHBURG TRANSIT COMPANY
Central Virginia Transit Management Company, Inc.
Job Description

Job Title: Technician Helper
FLSA Status: NON-EXEMPT
Supervisor: Technician Foreman
Position Supervised: None

General Description:

Perform apprentice level repairs and maintenance on all GLTC vehicles and equipment. Reads and understands service procedure manuals. Uses a laptop to perform vehicle systems diagnosis and to perform scheduled maintenance services. Test drives vehicles to assure proper performance and completeness of repair.

Responsibilities/Essential Functions:

1. Performs Preventative Maintenance Inspections and checks equipment for needed repairs.
2. Performs basic repairs on all GLTC vehicles.
3. Requests required parts for repairs and maintenance.
4. Opens work-orders for all repairs or service / inspections.
5. Follows established maintenance procedures / OEM procedures for all maintenance and repairs.
6. Work under supervision of shop foreman while performing job.
7. Reads and understands service manuals.
8. Daily use of computer for work-orders and looking up equipment.
9. Assists other technicians when necessary.
10. Maintains working area cleanliness.
11. Daily use of hand tools, pneumatic tools and hydraulic tools including ancillary shop equipment.
12. Makes road calls or service calls with other technicians or shop foreman.
13. Cooperatively and efficiently performs related tasks and duties as required.

Knowledge, Skills and Abilities:

- Set of mechanic tools
- Computer literacy
- Ability to read and understand service manuals

Physically:

- Standing frequently for long periods.
- Working in a noisy environment.
- Work in adverse weather conditions.
- Lifts or move loads at times (>100 lbs).
- Bending, stooping or contorting.

Additional/Miscellaneous/Special Requirements:

- Possession or ability to obtain within 60 days of hire a Class B (Passenger and Air-Brake endorsement) Commercial Drivers License.
- Acceptable criminal history record and child protective services check upon hire and must be maintained throughout employment.
- Acceptable drug screen results upon hire and as regularly required by policy for position.

Education and Experience:

- Posses High school diploma or GED.
- Technical school training.
- Knowledge of compulsory DOT regulations.
- Computer knowledge.
- Minimum 2 1/2 years experience in maintenance/repairs of transportation vehicle/equipment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Greater Lynchburg Transit Company (GLTC) is an Equal Opportunity Employer. The ADA requires GLTC to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Original Effective Date: 5/1/2015

Review/Revision Date(s):

Approval by General Manager: _____ Approved Review Date: _____

EMPLOYEE REVIEW AND ACKNOWLEDGEMENT

As an employee of GLTC you have a right to an up to date copy of your Job Description. This document may be revised at any time by management, in the event of a revision you will be provided with a new copy which represents the new job description/duties. Only copies signed as approved by the General Manager are considered official. Employees must understand that Job Descriptions may be used as a basis for annual performance reviews.

Employee Signature

Printed Name

Date Signed