



JOB POSTING 2025-12

CLOSING DATE: OPENED UNTIL FILLED

Job Title: Vehicle Maintenance Technician (Mechanic)

FLSA Status: Non-Exempt

Work Location: 5658 Bear Lane

Department: Vehicle Maintenance

Reports To: Vehicle Maintenance Supervisor

Grade: 22 Salary: \$26.93 - \$43.90
(Min-Max)

Work Schedule: 1st Shift – 2:00 am – 10:30 am

2nd Shift – 8:00 am – 4:30 pm

All shifts have various days off.

3rd Shift – 4:00 pm – 12:30 am

General Summary: Working under the direct supervision of the Vehicle Maintenance Supervisor, performs a variety of inspections and repairs to the engine, transmissions, air conditioning, and heating systems, electrical hydraulic systems, suspension, air brakes, and steering systems to maintain all fleet vehicles in good working order. The position also requires working with other Vehicle Maintenance Technicians on major repairs and overhauls. Also performs state safety inspections as required by the Texas Department of Public Safety to ensure CCRTA complies with state and federal regulations.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Performs Preventative Maintenance inspections using checklists.
- Performs general mechanical repairs including, but not limited to, engine tuning, removing and replacing units such as headlights, generators, alternators, batteries, voltage regulators, etc.
- Performs state inspections.
- Raises equipment using jacks, hoist stands, or other available equipment using proper safety procedures.
- Assists other mechanics in removing, disassembling, and reassembling units and components to be repaired such as engines, transmissions, differentials, etc.
- Assists in major mechanical repairs.
- Makes service road calls to troubleshoot problems and make minor on-site repairs and as required, tow disabled vehicles back to the shop for repair. Completes road testing of vehicles, as required.
- Independently diagnoses and repairs all defects on vehicles under the supervision of a Vehicle Maintenance Supervisor.
- Complete all required reports and records in a timely and accurate fashion.
- Establishes and maintains an effective professional working relationship with those contacted during work.
- Wears personal protective equipment and comply with safety regulations.
- Maintains confidentiality and interacts with others in an effective professional manner.
- Maintains work area in clean and safe working conditions, which includes clearing floors and work surfaces of trash and debris, putting up working materials and equipment, and cleaning up spills.
- Performs other duties as assigned

Qualifications include:**Knowledge, Skills & Abilities:**

- Vehicle maintenance and repair principles, procedures, methods, and techniques.
- Testing equipment and/or specialized tools.
- Standard safety procedures and precautions.
- Communicates in English effectively, verbally and demonstrates superior written communication skills, and understanding and following oral and written instructions.
- Demonstrates problem-solving skills.
- Maintains a dependable attendance record.
- Comply with CCRTA policies and procedures.
- Completes an assigned job.
- Works independently on the change, repair, and adjustment of components or systems.
- Passes an examination administered by the Texas Department of Public Safety to become a licensed and certified State Vehicle Inspector.
- Good manual dexterity, visual and hearing acuity.
- Complies with local traffic, DOT, and FTA regulations concerning the operation of CCRTA vehicles and adherence to a safety-sensitive position.
- Interacts courteously and effectively with a diverse internal customer base.
- Works immediately before, during, or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the public during emergencies.
- Willingly foster a positive work environment.
- Reads and interprets service and instruction manuals.
- Proficiency in computer database applications.

Physical Requirements:

Standard physical activity includes, but is not limited to, standing, and walking activities. Essential & marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold, and carry items, and bend, kneel, squat, and twist safely. Work requires the ability to lift up to 50 lbs. Machinery and tool operation requires the use of safety equipment including but not limited to, eye safety glasses and work boots.

Working Conditions:

While performing the duties of this job the employee will predominantly work in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts; high, precarious places, and high noise levels. Employees will work in an environment where there is a risk that they will be exposed to chemicals and fumes. Shift work including nights, holidays, and weekends is required. An average amount of overtime and extended work hours are required. Work assignments are based on seniority. The noise level in the work environment is moderate to high. Requires strong mechanical ability.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law, and may be made to enable individuals with disabilities to perform essential functions. To request reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Associate degree from a 2-year college and/or enrollment in a post-high-school, CCRTA-approved, accredited vehicle mechanic trade program.
- **Experience:** Minimum two (2) years of direct related experience in general mechanical repairs including electrical and air-conditioning repairs and engine overhauls.
- **License or certificate:** Must possess a valid Texas Driver's License and be able to obtain, within 60 days of hire, and maintain a Class B CDL with the appropriate endorsements to operate a bus in service.
- **Other Requirements:** Must be at least 18 years of age. Any job offers and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, Department of Transportation physical, drug and alcohol screen, and background investigation with not more than two moving violations or accidents in the past three years, no more than one DWI/DUI in a lifetime, and no DWI/DUI in the past five years. Must possess own hand tools.

CCRTA is proud to be an Equal Employment Opportunity Employer, supporting diversity in the workplace.

M/F/D/V