SOUTHCoast Transit Management, Inc

Position Description

(For electronic versions of this document, please use the tab key to move from field to field)

Position Title:	Technician	**FLSA Classification:**	Non-Exempt
Department / Location:	Maintenance / Varies	**Job Code:**	
Completed By:	Human Resources	**Date:**	August 21, 2025

Title of this Position's Supervisor:	Garage Foreman or Assistant General Manager of Maintenance

Job Title(s) of Employees that Directly Report to this Position:	N/A
Total Number of Employees (direct or through subordinates) Supervised by this Position:	N/A

Job Purpose or Scope:	Performs routine maintenance, daily inspections and maintains production standards. This is a safety-sensitive position subject to the rules and regulations of the Drug and Alcohol Policy.

Major Responsibilities: *List in order of importance*	1)	Performs vehicle maintenance.
	2)	Diagnoses and performs accurately all phases of vehicle and equipment repair.
	3)	Removes, cleans, repairs, reinstalls, and adjusts vehicle components (Engine emission components, driveline components, electrical/electronic components, bus and car air conditioning, brakes, suspension, steering, exhaust, cap, chassis and hydraulics).
	4)	Ensures work orders are completed properly and accurately.
	5)	Selects appropriate course of action for repairs.
	6)	Evaluates completed work prior to release – seeks supervisor approval where required.
	7)	Ensures safe use of power and hand-held tools.
	8)	Performs road calls and emergency services as necessary.
	9)	Moves vehicles safely between job and work area.
	10)	Communicates professionally with team members, and supervisors.
	11)	General Knowledge of navigating Cummins, Allison, & ABS Software.
	12)	Other duties as assigned.

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Describe level of decision making and list examples of common decisions made:	

Minimum Education & Certifications Required:	High School diploma or equivalent. Technical training preferred.

Experience & Skills Required:	Minimum 5 years direct automotive repair experience (Transit or heavy duty fleet preferred) Demonstrated experience monitoring and meeting PM schedules and operations of any automotive or diesel fleet repair shop equipment. CDL license with appropriate endorsements. Must have an appropriate mechanic's tool set.

Physical Requirements & Working Conditions (include amount of travel):	Must be able to lift a minimum of 50 pounds. Must be able to work in a standing position for long periods of time when working with lifts. Must be able to work in a crouched or kneeling position or on back lying on mechanic's creeper beneath motor vehicle equipment while subjected to dust, dirt, and grease conditions. May be subjected to moderate noise levels and extreme temperature changes. Requires reaching, stretching, pulling and pushing as well as climbing stairs and ladders. Requires grasping, holding and using mechanic's tools.

List any additional measures applicable to this position (Revenue, Headcount, # of buses; Budgets $ etc.):	

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned.

I have been issued a copy of this job description and job duties and I have read and understand it. I further understand that any violation of these duties may result in disciplinary action as outlined in the general work rules.

Name:_____ **Date:**_____

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work performed. These are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so qualified.

Updated August 2025