



Job Title: VEHICLE SERVICE TECHNICIAN/OPERATOR

Department /Office: Hopi Senom Transit Program

Reports to Whom (title): Transportation Supervisor

Salary / Hourly Range: 25

Job Classification Code: 7382

Level of Background Check: 1B

FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes

JOB DESCRIPTION:

The work consists of duties that involve various related steps, processes and methods. The decision regarding what needs to be done involve choices requiring the incumbent to recognize the existence of the differences among several alternatives.

SCOPE:

This position is responsible for performing minor vehicles maintenance service and operating a bus and/or van on a fixed-route transit schedule on/near the Hopi reservation and local border towns. The incumbent performs duties requiring some knowledge and skill in motor vehicle maintenance/upkeep and applicable safety practices and maintained.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Performs minor vehicle maintenance; tire repair, minor vehicle parts replacement, troubleshooting of mechanical and electrical systems, routine preventative maintenance and ensures vehicles/bus are property and timely serviced and maintained.
2. Ensure vehicles are fully functional for public transportations use, i.e., cleans interior/exterior of vehicle, enduring safety accessories are ready for use and vehicle is determined to be operable and road-worthy prior to each use; performs pre-trip vehicle inspections and notes condition of vehicle on the pre-trip inspection forms.
3. Receives and checks Daily Vehicle Inspection Reports, corrects issues and enters data into the Fleet Maintenance Software (RTA) database.
4. Transports vehicles for servicing; assists with roadside calls to troubleshoot problems, make minor on-site repairs and/or have disabled vehicle towed to shop for repair.
5. Maintains all work areas in a safe, clean and efficient manner, i.e., service area, vehicle lot, etc.
6. May perform the following additional duties:
 - a. Operate the Transit vehicles to transport passengers to destinations along designated specified fixed-routes. Observes and obeys posted highway traffic signs and enforces safety rules for passengers.
 - b. Assist passengers that may need assistance with boarding and de-boarding the transit vehicle at designated stops; advises passengers to board and de-board the transit vehicle in an orderly fashion and to get properly seated and buckled.
 - c. Collect transit fares (tickets or cash) and record in the fare collection log. Deposits the fares collected at the home office following the Fare Box Collection policy.
7. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, related agencies, vendors and general public. The purpose of these contacts is to exchange factual information and coordinate work efforts.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Limited work is performed in an office environment, primarily in the transit bus and/or van. The position involves long periods of sitting, varying movement in and out of the vehicle, traveling over rough and uneven terrain in inclement weather conditions requiring the incumbent to adhere to safety practices. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:
 - A. Education: High School diploma or GED certificate;

AND

- B. Experience: One (1) year work experience in the automotive field performing preventive-maintenance, servicing vehicles and commercial driving experience.

OR

- C. Any equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of standard motor vehicles maintenance and safety practices/procedures.
- Knowledge of Arizona traffic and motor vehicle laws; occupational hazards and safety practices applicable to transporting passengers
- Knowledge of methods, practices, tools, equipment and materials used in the operation and maintenance of automotive vehicles
- Knowledge of principles and processes for providing customer service
- Knowledge of vehicle management, operations and practice

B. Skills:

- Demonstrates excellent interpersonal relationship and teambuilding skills
- Skill in operating and maintaining a transit vehicle (15-23 passenger bus)
- Skill in using hand/power tools and diagnostic equipment
- Skill in operating basic office machines/equipment and computers

C. Abilities:

- Ability to work independently with minimal supervision and under time constraints
- Ability to effectively communicate, both orally and in writing
- Ability to maintain records of daily cash transactions and process deposits
- Ability to establish and maintain positive working relationships with passengers
- Ability to work a flexible schedule, which will include various hours and shifts
- Ability to maintain reliable vehicle records, data and information

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening (may include a sensitive background investigation and fingerprint check) in accordance with Hopi Tribal Policy.
2. Ability to obtain and maintain within 90 days of employment, a valid Arizona Commercial Driver's License (CDL); must complete and pass the Hopi Tribe's Defensive Driving course.
3. The incumbent is subject to FTA Drug & Alcohol Policy (as amended).

REVIEWED BY:  4/20/2012
Department/Office Hiring Authority Date

APPROVED BY:  4/20/12
Director of Human Resources Date PD Certified