

**NEICAC**  
**Job Description**

**Job Title:** Repair & Support Technician 2  
**Department:** Transit  
**Reports To:** Repair & Support Technician 1 and/or Director of Transportation  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Prepared Date:** May 18, 2004 - Update September 2009  
**Approved By:** Board of Directors  
**Approved Date:** September 2009

**SUMMARY**

To repair company equipment in a safe, timely, cost-effective and practical manner. Repairs and maintains Transit vehicles in five-county area of Allamakee, Clayton, Fayette, Howard and Winneshiek by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

AGENCY RELATED

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

PROGRAM SPECIFIC

- Responsible for preventive maintenance, monthly vehicle inspections, service and repair of vehicles, lifts, and installation and programming of Mobile Data Terminals
- Read job order and observes mechanical devices in operation and listens to their sounds to locate causes of trouble and to plan work procedures
- Responsible to provide and use own hand tools. Insurance of said hand tools is the sole responsibility of the employee
- Must be able to operate and understand computerized diagnostic equipment and repair what is required
- Operate fluid flush, air-conditioned recharge and recapture; tire changer and wheel balancer equipment
- Be able to read vehicle wiring schematic and repair wiring problem
- Be able to remove and replace transmissions and/or engines
- Be able to do all brake and exhaust replacement and/or repair
- Coordinate with the Transit Office the scheduling of vehicles for service
- Complete all preventive maintenance to NEICAC's Transit Program vehicles as required by Repair and Support Technician 1 and/or Director of Transportation
- Responsible for regular maintenance of vehicles, including but not limited to tires, batteries, engine tune ups, wheel alignments and all fluid changes, body condition, etc. as per the manufacturers requirement
- Maintain the safety and mobility of vehicles at acceptable cost level
- Inspect vehicles and equipment monthly to determine adherence to proper operation and maintenance and repair policies, procedures and schedules
- Establish and recommends repair and service procedures

- May be required to inspect new equipment to determine compliance with specifications; instructs vehicle mechanics/technicians on specialized repair or service procedures required for new units.
- Maintain service and inventory records and reports and enters them in computer
- Must be able to communicate accurately and professionally with other employees and ability to provide direction to drivers as per Transit Office directives.
- Observe all rules of the road and safety precautions as directed by NEICAC Transit and/or US DOT

## **SUPERVISORY RESPONSIBILITIES**

N/A

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) required; Three years related experience and/or training; or equivalent combination of education and experience preferred.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have ASE certification (Automotive Service of Excellence). A1 to A8 and L1. May also be required to have or obtain ASE Certification H2 to H8. Must have a valid CDL (Commercial Drivers License) with Passenger Endorsement for operation of all Transit vehicle types owned by NEICAC. Must have a good driving record and remain insurable by NEICAC's insurance carrier. Must satisfactorily complete a Criminal Records Check.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employee will be subject to Pre-Employment drug screening and random drug screening for drug and alcohol as required by FTA (Federal Transit Administration) regulations.

Effective January 1, 1996 must test clean on drug and alcohol tests and remain clean throughout employment with Northeast Iowa Community Action Corporation Transit Program.

Employee must pass a DOT physical examination every one or two years and carry on his/her person a Medical Examiners Card signed by NEICAC directed health care provider at all times while driving a Transit vehicle. Responsible for keeping DOT physical and Driver license current.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

**EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Print Name \_\_\_\_\_