

JOB DESCRIPTION

POSITION: MECHANIC
AGENCY: TRUMBULL COMMUNITY ACTION PROGRAM
RESPONSIBLE TO: VICE PRESIDENT/ADMINISTRATION
EMPLOYEE TYPE: HOURLY

GENERAL DUTIES:

The Mechanic is responsible for making sure all TCAP vehicles are in fine working order and that all repairs are made in a timely and efficient manner.

PRIMARY RESPONSIBILITIES

- Responsible for the operation of the Vehicle Maintenance Garage;
- Responsible for assuring all vehicles are repaired properly, whether they are done in-house or through an outside source;
- Must order all parts and supplies for Agency vehicles at the lowest cost listed by Agency vendors;
- Coordinate all vehicle inspections with Head Start Transportation Managers and C.A.T.S. Manager and Supervisor;

SECONDARY RESPONSIBILITIES

- Inspect Agency vehicles as needed;
- Inspect any vehicle that the Agency will purchase or receive through donation and/or grant programs as needed;
- Perform minor maintenance to the TCAP Head Start Transportation Center;
- Will drive in emergency situations;
- Complete other duties as assigned;

QUALIFICATIONS

- Must be skilled in vehicle maintenance, including but not limited to diesel engines, school buses and large passenger and specialty vehicles
- Valid Driver License; good driving record; reliable transportation and vehicle liability insurance
- Must be able to work independent of close supervision, possess sound decision-making abilities and follow through on directives in a timely and effective manner;
- Must be sensitive to the needs and problems of the low-income, elderly, and disabled residents of Trumbull County and be able to maintain confidentiality;

SALARY AND BENEFITS

Salary range existing for position; placement in that range contingent upon available funding. Full benefit package available.