



JOB POSTING 2026-03

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: 3rd Shift – 4:00 pm – 12:30 am. All shifts have various days off.

General Summary: Working under the direct supervision of the Vehicle Maintenance Supervisor, performing a variety of inspections and repairs to the engine, transmissions, air conditioning, and heating systems, electrical and 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:

- Perform Preventive Maintenance inspections using checklists.
- Perform general mechanical repairs, including, but not limited to, engine tuning, removing and replacing units such as headlights, generators, alternators, batteries, voltage regulators, etc.
- Perform state inspections.
- Raise equipment using jacks, hoist stands, or other available equipment using proper safety procedures.
- Assist other mechanics in removing, disassembling, and reassembling units and components to be repaired, such as engines, transmissions, differentials, etc.
- Assist in major mechanical repairs.
- Make 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.
- Establish and maintain an effective professional working relationship with those contacted during work.
- Wear personal protective equipment and comply with safety regulations.
- Maintain 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.
- Perform other duties as assigned

Qualifications include:

Knowledge, Skills & Abilities:

- Vehicle maintenance and repair principles, procedures, methods, and techniques.
- Communicate in English effectively, verbally, and demonstrate superior written communication skills, understanding, and following oral and written instructions.

- Demonstrate problem-solving skills and proficiency in computer database applications, testing equipment, and specialized tools.
- Maintain a dependable attendance record.
- Complete an assigned job independently, including changing, repairing, and adjusting components or systems.
- Pass an examination administered by the Texas Department of Public Safety to become a licensed and certified State Vehicle Inspector.
- Ability to read and interpret service and instruction manuals and possess good manual dexterity, with adequate visual and hearing acuity.
- Comply with CCRTA policies and procedures, as well as all local traffic, DOT, and FTA regulations concerning the operation of CCRTA vehicles and adherence to safety-sensitive positions.
- Interact courteously and effectively with a diverse internal customer base.
- Work 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.
- Maintain confidentiality and interact with others in an effective professional manner.
- Willingly foster a positive work environment and comply with all standard safety procedures and precautions
- Proficiency in computer database applications.

Physical Requirements:

Standard physical activity includes, but is not limited to, activities such as standing and walking. 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 is 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 an equivalent combination of training, education, and experience that provides the individual with the necessary 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.