

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

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

Title: MECHANIC, TRANSIT BUS

Reports To: Designated Supervisor

UW Job Code: 6005

UW Job Family: 62 - Crafts/Trades

SOC Code: 49-3031

FLSA: Non-exempt

Pay Grade: 20

Date: 5-23-12 (revised 9-1-21)

JOB PURPOSE:

Perform intermediate to advanced diagnoses and repair University-owned and University-affiliated transit buses and other vehicles as required. Assist in all other repairs and preventative maintenance as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect, test, diagnose, and repair diesel and/or gas vehicles and equipment. Inspect vehicle components, parts, and accessories to ensure safe operation that is compliant with all DOT, FT, and ADA regulations. Adhere to safety and preventative maintenance standards and procedures.
- Read and interpret vehicle manuals and schematics to perform complex repairs/maintenance.
- Disassemble and reassemble vehicles; examine parts for excessive wear using micrometer, calipers and gauges.
- Repair and replace parts to resolve malfunctions; clean equipment/parts by washing with solvents, soaps and water or steam cleaning; perform preventive maintenance on equipment/parts to ensure work-life and efficiency.
- Maintain tools, equipment, and shop area to ensure availability and safety.
- Prepare written materials such as repair and maintenance logs.

SUPPLEMENTAL FUNCTIONS:

- May assist supervisor in assigning and/or scheduling work, ordering parts, and managing work orders. Act on behalf of supervisor as required.
- Keep supervisor notified of shop workload and operations.
- Coordinate outside service calls; assist in assigning/prioritizing workload.

COMPETENCIES:

- Attention to Detail
- Consistency
- Safety Awareness
- Delegating Responsibility
- Service Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Valid Wyoming driver's license is necessary.**
- **Must be able to obtain a Wyoming commercial driver's license (CDL) after employment.**
- **Some positions may require ASE Certifications.**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Inspecting and cleaning processes and procedures.
- Troubleshooting, installing and repairing automotive and mechanical equipment and machines.
- Methods, materials, tools, and techniques used in the repair and maintenance of fleet equipment including gasoline and diesel engines and complex mechanical, hydraulic, and electrical operating systems.
- Occupational hazards and safety precautions of the trade.
- Federal, State and local laws, regulations and guidelines related to assigned work.
- Operation and care of electrical systems.
- Hydraulic and electrical systems.
- Safe work practices.
- Repair and overhaul transmissions, engines and rear axles.

Skills and Abilities to:

- Adjust focus, identify and distinguish between colors, and judge distance and spatial relationships.
- Apply mechanical repair and maintenance of assigned vehicles, equipment and machinery.
- Use hand/eye coordination and manual dexterity to sufficiently and safely operate the tools and equipment necessary to perform essential functions.
- Use endurance and dexterity required for maintaining awkward positions such as climbing, stooping, and twisting for extended periods of time and in various weather conditions.
- Move and manipulate heavy objects (50-100 pounds) regularly.
- Read, understand, follow, and enforce safety procedures.
- Understand and follow complex, detailed technical instructions.
- Diagnose and repair vehicles utilizing computer diagnostic software.
- Use hand and power tools applicable to the trade.

- Perform inspections and make necessary adjustments to conform to job specifications.
- Test systems and/or operations in compliance with published standards.
- Provide technical instruction in area of expertise.
- Lead and coordinate emergency work projects.
- Communicate with others, assimilate, and understand information, in a manner consistent with essential functions.
- Diagnose defects in a wide variety of fleet equipment.
- Interpret and work from service manuals, specifications, and diagrams.

WORKING CONDITIONS:

Shop/garage environment and vehicles; regularly exposed to outdoor conditions, noise, fumes, vibration and electrical, mechanical, chemical, and fire hazards; occasionally subject to confined spaces, poor lighting, and elevated heights; regular travel to repair or transport disabled vehicles.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.