



POSITION: **BUS MECHANIC APPRENTICE**
BUS DIVISION (PS101337)
Position located in San Rafael
Position represented by International Automotive
Machinists, Local #1414

SALARY RANGE: **Day Shift** **\$30.36 per hour**
Swing Shift **\$30.36 per hour + 10% differential pay**
Graveyard Shift **\$30.36 per hour + 15% differential pay**
*Starts at 68% of Journey-Level Wage with Wage Progression Commensurate
With Skill Level Progression. Current Journey-Level Wage is \$44.65 per hour.*
40 hour work week.
(Employee pays up to 7% of salary/wage toward CalPERS retirement plan)

DATE POSTED: **June 11, 2019**

CLOSING DATE: **June 25, 2019 @ 4:30 p.m.**

OPENINGS: **1 and to Create an Eligibility List**

OPEN TO: **All Qualified Candidates**

NOTE: This position is being reposted. Applicants who have already applied do not need to reapply. All applications will be considered for this position.

POSITION DESCRIPTION:

The Bus Mechanic Apprentice program is a rigorous four-year apprentice training program consisting of approximately 8,000 hours of paid on-the-job training (OJT) along with a minimum of 576 hours of supplemental college-level curriculum in heavy duty diesel technology. Specific OJT, evaluation, and supervision are provided by Bus Division shop personnel and overall apprentice performance is evaluated and managed by San Francisco Peninsula Automotive and Machinist Joint Apprenticeship Committee (JAC). Required supplemental curriculum is completed on the employee's own time and outside of established shift hours. This is a State of California sanctioned apprenticeship program with successful and satisfactory completion of all program requirements culminating in award of journeyman transit mechanic certification from the State of California Division of Apprenticeship Standards (DAS). While it is expected that successful apprenticeship program completion will result in regular full-time journey-level employment with the District's Bus Transit Division, full-time journey level employment upon completion of the program is subject to the District's ongoing staffing requirements and therefore not guaranteed.

MINIMUM JOB REQUIREMENTS:

- High school diploma or equivalent required
- Verifiable work experience in the automotive and/or heavy duty vehicle repair trades is desirable
- Verifiable education or training in the automotive and/or heavy duty vehicle repair trades, such as high school automotive technology coursework or automotive trade technical school is desirable

MINIMUM JOB REQUIREMENTS (continued):

- Position requires a high degree of determination and commitment to personal and professional development and learning

REQUIRED LICENSE(S):

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. No more than two moving violations and/or "at fault" accidents within the last three years of posting, and No DUI's or Reckless Driving violations within the last 10 years on the current DMV print-out. Operates District vehicles on a regular basis.
- Must obtain a Class "A" or "B" license with "P" endorsement within the six-month introductory/probationary period.

REQUIRED TOOLS:

- Must have a basic set of journey level hand tools to accomplish assigned work

HOURS:

- Apprentice mechanics will be primarily assigned to day shift hours, Monday-Friday, 6:45 a.m. - 3:15 p.m.
- Apprentice mechanics will occasionally be rotated to swing and grave shift hours as training requirements dictate and supplemental coursework schedules allow
- Maintenance Department operates 7 days per week, 24 hours per day
- Must be available to work all shifts

ESSENTIAL RESPONSIBILITIES:

- Under direct supervision and guidance, performs major rebuilding, repair and/or removal and replacement of engines, transmissions, differentials, turbochargers, pumps, motors, injectors, cylinder heads, air compressors, air brake systems, hydraulic systems, steering and suspension systems, air conditioning systems, electrical systems, accessibility equipment, and associated vehicle systems
- Under direct supervision, accomplishes ongoing preventive maintenance inspections (PMI) and routine bus maintenance procedures
- Utilizes PC-based vehicle diagnostic software applications to evaluate and/or calibrate vehicle electronic control systems
- Provides normal and reasonable care of all District-owned property and tools provided; adheres to shop safety and housekeeping practices as required by District policy, regulatory oversight agencies such as Cal OSHA, and common industrial safety and hygiene practices
- Responsible for written communication concerning ongoing status of repairs completed, repairs in progress, and outstanding repairs necessary to safely and economically provide vehicles for District transportation needs
- Generates and completes work orders in an electronic asset management system (IBM Maximo)
- Regular and reliable attendance and performance is required
- Apprentice is required to maintain satisfactory attendance, performance, and completion of supplemental college coursework as a condition of continued employment

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to learn effective use of Microsoft Windows-based vehicle diagnostic software applications

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES (continued):

- Ability to read, interpret, and apply complex written diagnostic and repair instructions contained in technical publications such as repair manuals, service bulletins, and schematic diagrams.
- Ability to learn safe and effective use of hand tools, grinders, drills, pneumatic wrenches, digital volt/ohm meters, smog testing equipment, and other tools and equipment commonly found in a bus/truck fleet shop environment
- Ability to communicate clearly and effectively orally, in writing, and via electronic communication channels
- Ability to achieve and maintain effective, professional, and cooperative working relationships with all persons encountered during the course of work
- Ability to learn and apply common safety and health rules and safe working practices applicable to the industry

PHYSICAL REQUIREMENTS:

- Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds
- Frequent bending and kneeling and occasional climbing on 12-foot ladders and/or scaffolding
- Working inside and outside in all weather conditions
- Work around fumes, odors, and dust in an occasionally high noise level environment

APPLICATION PROCEDURE:

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED BELOW MAY RESULT IN REJECTION OF YOUR APPLICATION

TO APPLY: www.goldengate.org/jobs

Applicants must apply online by the deadline date. Applications received after the deadline will not be considered.

The District’s Human Resources Kiosk is available for filling out and submitting your online application and employment documents. The HR kiosk is located at the San Rafael Office. For directions and general information, visit our website www.goldengate.org.

All notices related to District recruitments for which you apply will be sent via email. Please ensure the email address you provide on your application is correct, and add ‘@goldengate.org’ as an accepted address to any email blocking or spam-filtering program you may use to ensure receipt of notification from the District regarding your recruitment application. The District is not responsible for notices that are not read, received, or accessed by any applicant for any District recruitment.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

1. GGBHTD Online Employment Application
2. Original DMV K4 Print-out dated within 30 days from the date of job posting (Attach as PDF to your online application). For *internal applicants* who are part of the Pull Notice Program, the Human Resources Department will request the applicant’s DMV report.

*Note: Any accidents on the DMV printout within the last three years **must be accompanied by an insurance or police report verifying that you were not at fault.** If an accident occurred while driving for an employer a **company report is also required.** This is a requirement for all applicants (Attach the required document/s as PDF to your online application).*

3. Photocopy of current, valid California driver's license for External Applicants ONLY (Attach as PDF to your online application)

SELECTION PROCEDURES may include:

- Aptitude Assessment Examination
- Skills Assessment Examination
- Oral Panel Interview
- Department Interview for final candidates
- Medical Examination, post offer of “conditional employment” (this includes a drug test, physical and a functional performance physical.)*
- Background, Employment, and Security Investigation

* *This position is classified as U.S. Department of Transportation – Federal Transit Administration “Safety Sensitive.” Under DOT FTA regulations, employees in “Safety Sensitive” positions are subject to pre-employment, reasonable suspicion, post-accident, random and return-to-duty drug and/or alcohol testing.*

***The District will only invite those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process.*

AN EQUAL OPPORTUNITY EMPLOYER
It is the policy of the Golden Gate Bridge Highway and Transportation District to take all personnel actions on the basis of merit and other job-related factors, without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability: physical or mental, age (40 and older), genetic information, marital status, sexual orientation and identity, medical condition, political affiliation or military status.
Applicants with Disabilities: The Human Resources Department will make reasonable efforts to accommodate applicants with disabilities to complete the Employment Application and in any job-related examination process. If you have special needs, please call (415) 257-4535 (Human Resources).
Revised 02/15/2019

Revised: 05/31/2019 AD

**Human Resources Department
GGBHTD
1011 Andersen Drive
San Rafael, CA 94901-5318**