



**POSITION: MECHANIC, BUILDING & MAINTENANCE, (PS101410)**

Position is represented by Auto Mechanics Local #1414

Position is located in San Rafael, CA

**SALARY RANGE: \$45.99 per hour, (\$95,659.20 annually) plus benefits (40.0 Hour Workweek)**  
*(Employee pays up to 7% of salary/wage toward CalPERS retirement plan)*

**OPEN TO: All Qualified Candidates**

**DATE POSTED: August 2, 2019**

**CLOSING DATE: August 16, 2019**

**OPENINGS: One (1) and to Create an Eligibility List**

**POSITION SUMMARY:**

Under general direction of the Lead Building Maintenance Mechanic, performs routine preventive maintenance, inspection, diagnosis and repair of all Bus Transit facilities structural and mechanical systems, including shop equipment and passenger amenities and signage. Responsible for detailed written and electronic reporting regarding facilities and equipment condition, maintenance and repairs performed, and ongoing maintenance requirements.

**ESSENTIAL RESPONSIBILITIES:**

- Inspects, maintains and repairs, either alone or as part of a team, all facilities mechanical systems including, but not limited to, bus washers, HVAC systems, electrical systems, lighting, plumbing, automatic and roll-up doors, waste oil and waste water systems.
- Inspects, maintains and repairs shop equipment such as air compressors, generators, welders, fuel and lube oil delivery systems, hydraulic jacks and lifts, steam cleaners, pressure washers and pneumatic tools.
- Installs, maintains and repairs bus stop signage, passenger shelters, benches and other passenger amenities.
- Inspects, maintains and repairs facilities structural systems such as roofing, concrete, glazing, drywall, doors, gates and fencing.
- Participates in the ongoing preventive maintenance inspection program to ensure the safe and reliable operation of all mechanical systems.
- Exhibits reasonable care for all District-owned property and tools.
- Responsible for accurate and timely written, oral and electronic communication concerning ongoing status of repairs completed, in progress and outstanding.
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

**REQUIRED KNOWLEDGE, SKILLS and ABILITIES:**

**Knowledge of:** Industrial hygiene and safety practices concerning hazard communication, personal protective equipment, fall protection, confined spaces, and lock out/tag out procedures. Arc and gas welding principles and practices. Theory and practices of industrial electrical systems, including three phase high voltage circuits, low voltage control systems and industrial lighting systems. Theory and practices of industrial hydraulic and pneumatic systems. Industrial plumbing and pipefitting theory and practice. Theory and practice of commercial heating, ventilation and air conditioning systems. Preparation for and application of paints and other protective coatings. Common masonry theory and practice. Occupational health and safety rules and working practices applicable to this position.

**Ability to:** Read and interpret blueprints, layouts, schematics, and diagrams. Read, understand and apply complex repair instructions contained in technical publications. Perform systematic diagnostic procedures on electrical, hydraulic, pneumatic and mechanical systems. Prepare basic job estimates and draw simple work plans. Carry out assignments relating to many different trades or professions. Work alone and with little or no direct supervision. Understand and follow departmental safety and health rules and safe working practices. Perform computerized data entry and basic business office technology functions such as email, spreadsheet lists, and word processing.

**Skilled in:** The use of hand and power tools commonly used in industrial maintenance operations. The use of common test, measurement and diagnostic equipment used in industrial maintenance operations. The use of personal computers for communication via email and for creating and updating work orders and material requests in the District's computerized asset management system (IBM Maximo).

**MINIMUM QUALIFICATIONS:**

**Education and/or Experience:** Four-year apprenticeship or equivalent in industrial maintenance, mechanical, electrical, plumbing or related trade required. Position related experience may be substituted on a year per year basis. Four (4) years of recent full-time position related experience in the industrial maintenance, mechanical, electrical or plumbing trades is required.

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record. No DUIs or reckless driving infractions within the last 7 years. No more than two moving violations within the last 3 years.

**Physical Requirement:** Occasionally lift up to 100 pounds maximum with assistance; frequently lift, carry and manipulate up to 50 pounds. Frequent bending, kneeling and occasional climbing on 12-foot ladders and scaffolding. Working around fumes, odors and dust in an occasionally high-noise environment, with appropriate personal protective equipment. Ability to travel to District facilities, bus stops and shelters. Must be able to work at heights of 20 feet plus, using ladders and lifts. Work outside in all weather conditions

**REQUIRED TOOLS:**

- Must have a full set of hand tools to accomplish assigned work
- Personal electronic test meters preferred

**HOURS OF OPERATION:**

- Subject to emergency night and weekend call back
- Position works one day of weekend through seniority bid process and may be required to work swing or graveyard shifts

## **APPLICATION PROCEDURE:**

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

**TO APPLY:** [www.goldengate.org/jobs](http://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](http://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. GGBHT Online Employment Application.**
- 2. Resume** (Scan and attach as PDF to your online application).
- 3. Evidence of completion of a four-year apprenticeship or equivalent** (Scan and attach as PDF to your online application).
- 4. DMV K4** Print-out which can only be requested from any DMV office. (Scan and attach as PDF to your online application). This report provides information on your driving record.

**For External Applicants:** DMV K4 Print-out dated within 30 days from the date of job posting (Scan and attach as PDF to your online application)

**For Internal Applicants:** For Regular, Full-time employees who are part of the Pull Notice Program, the Human Resources Department will request for your DMV report. For Casual/Temporary/Provisional employee, please request your DMV K4 Print-out from any DMV Office.

**SELECTION PROCEDURES may include:**

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

*\*The District will invite **ONLY** those candidates whose qualifications **MOST CLOSELY MATCH** the position requirements to continue in the selection process. The District may convene the panel for interview process as needed to establish a reasonable pool of candidates to consider for final rounds of interviews and 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

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Human Resources Department  
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