

# **Mass Transit Maintenance Support**

## **Nature of Work**

This is responsible semi-skilled work involving the maintenance and cleaning of Mass Transit vehicles utilized for public Mass Transit operations for the City of Pigeon Forge. Activities associated with the job include cleaning and maintaining Mass Transit vehicles, performing minor vehicle and equipment repairs, delivering replacement vehicles to operators when required, stocking supplies and materials and providing passenger service when required. Incumbents may also be required to drive Mass Transits during peak tourist seasons. Job related duties require knowledge of public Mass Transit operations, experience maintaining and operating public Mass Transit vehicles, knowledge of routine and preventive maintenance procedures required to ensure the safe operations of vehicles and related equipment, sufficient strength and agility to perform the physically demanding aspects of the job and good organizational, interpersonal and decision making skills. Job performance is evaluated by the Lead Mass Transit Maintenance Support in consultation with the Mass Transit Maintenance Supervisor and Mass Transit Director through review of the maintenance and cleaning of Mass Transit vehicles, knowledge of public Mass Transit operations and vehicle maintenance procedures, ability to adhere to established operational policies and procedures and organizational, interpersonal and decision making skills.

## **Illustrative Examples of Work**

- Washes and waxes vehicle exteriors and cleans polishes the interiors of Mass Transit vehicles.
- Assists in performing minor mechanical repairs on Mass Transits and equipment and/or reports more significant problems to their immediate supervisor.
- Assists the Mass Transit Supervisor with crowd control during parades and special events and activities.
- Delivers replacement vehicles to operators in route when necessary.
- Maintains the Mass Transit shop and grounds and picks up and delivers parts and supplies when necessary.
- Operates Mass Transit vehicles on assigned routes in accordance with established schedules when required.
- Utilizes radio equipment to report unusual traffic conditions, equipment malfunctions, passenger emergencies or other problems.
- Assists with providing information pertaining to Mass Transit schedules, special events, local attractions and activities, etc. to the public.
- Assists with cleaning and fueling vehicles.
- Transports vehicles to out of town garages/shops for repair, sometimes under adverse conditions
- Participates in specialized training classes including Defensive Driving, ADA, DUI, sexual harassment, etc.

-Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited high school or GED program; must be 21 years old to obtain a CDL, some experience operating public Mass Transit vehicles; knowledge of state and local traffic rules and regulations; knowledge of routine and preventive maintenance procedures and DOT inspections for public Mass Transit vehicles and equipment; ability to operate Mass Transit vehicles in a safe and proper manner; knowledge of city streets and roadways; ability to maintain established schedules on assigned routes; good organizational, interpersonal and decision making skills; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of routine and preventive maintenance inspections and repairs and DOT inspections associated with public Mass Transit vehicles and equipment.
- Knowledge of operating techniques and practices required for the safe operation of public Mass Transit vehicles and equipment.
- Knowledge of Mass Transit fares, passes, and tickets established for Mass Transit operations.
- Knowledge of state and local traffic rules and regulations governing the operation of public Mass Transit vehicles.
- Knowledge of local city streets and roadways including one way streets, traffic signals, cross walks, etc.
- Knowledge of established routes and schedules for public Mass Transit operations.
- Ability to operate public Mass Transit vehicles and related equipment in a safe and proper manner.
- Ability to consistently adhere to operational policies and procedures established for public Mass Transit operations.
- Ability to adhere to established routes and schedules in a consistent and timely manner when required.
- Ability to interact effectively with co-workers, passengers and the public and provide accurate information regarding Mass Transit schedules, local events and activities, etc.
- Ability to prepare accurate and thorough reports of daily activities and operations.
- Ability to make timely and appropriate decisions in response to unusual and/or stressful situations.
- Ability to maintain quick reflexes and respond quickly and appropriately to unanticipated events and circumstances.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to perform pre-trip inspections in a thorough manner and report any vehicle and/or equipment defects in a timely manner.
- Skill in the operation of public Mass Transit vehicles and related equipment.

### **Physical Requirements**

- This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally
- Work requires climbing, balancing, stooping, reaching, standing, walking, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- The worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions and oils.

### **Necessary Special Requirements**

-Possession of a valid commercial drivers license (CDL) Class B

-Incumbents are subject to random drug tests in accordance with DOT regulations.

Pigeon Forge Tennessee  
FLSA – Non-Exempt  
3/5/2021