



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

Job Description

Organization Summary: WOTA is a non-profit corporation operating in western Oakland County. WOTA is responsible for transporting elderly and disabled riders from one place to another for work, medical appointments, errands, or other reasons. It is funded by county millage, government grants, and fares provided by the riders. We are an equal opportunity employer.

Job Title: Michigan Certified or ASE Certified Mechanic

Reports to: Maintenance Manager

Salary Range: \$23 - \$28 commensurate with qualifications/experience

Primary Responsibilities:

WOTA Mechanic is a safety-sensitive employee responsible for the inspection, diagnosis, and reasonable repair, both major and minor, to the WOTA fleet. Includes:

- Follow and complete a predetermined preventative maintenance program on buses and vans and other equipment.
- Conduct lift inspections on WOTA-owned vehicles
- Use of hoists, hydraulic jacks to raise vehicles for repairs/inspections as well as tire changer
- Minor fabrication, welding, grinding, and soldering
- Provide technical guidance and direction to WOTA drivers and provide training on vehicle-related issues
- Work with the Maintenance Manager on best practices and policy
- Complete necessary records pertaining to work performed.
- Maintain inventory of equipment, supplies and materials (necessary for the smooth running of the vehicles (Q-Straint, lubricants, cleaning, etc.)
- Prepares specifications for and may initiate major purchases with approval of the Maintenance Manager
- Must be available for emergency response on a stand-by basis
- Attend training seminars and meetings when requested
- Perform related duties as assigned.
- This is a salary position eligible for overtime when merited.
- Full health care benefits, paid time off, holiday pay and more.

Qualifications

- Possess a valid Chauffeur's license and clean five (5) year driving record.
- ASE Certification or Michigan Mechanic Certification in Lube, Tires and Brakes; the more certifications the more negotiation of salary.
- ASE/Michigan Mechanic Certification in suspension or willingness to test a plus.
- Must pass DOT/FTA pre-employment drug screening.
- Must be willing to train and pass the ASE test on other certifications deemed necessary for WOTA maintenance with a passing score of 70%.
- Accuracy and attention to details highly valued as reports are subject to audits.
- Safety awareness – ability to identify and correct conditions that may cause harm to drivers or passengers.
- Able to read and speak English with comprehension and follow procedures and policies.
- Able to keep work area neat and clean.
- Courteous and consistent service.
- Basic computer skills helpful.
- Diesel certification obsolete.

ASE/Michigan Mechanic Certification Required

It is the prerogative of the Director of Western Oakland Transportation Authority to alter job descriptions, including duties, policies, and position responsibilities at any time.