



JOB DESCRIPTION

MECHANIC	FLSA Status: Non-Exempt
Latest Review Date: 08.2026	Department: Transit
Effective Date: 08.2026	Reports to: Fleet Maintenance and Operations Specialist

POSITION SUMMARY

Responsible for repairing company equipment in a safe, timely, cost-effective, and practical manner. Repairs and maintains Transit vehicles in the five-county area of Allamakee, Clayton, Fayette, Howard, and Winneshiek by performing the duties outlined below. This position must perform regular duties at the assigned worksite. This is a safety-sensitive position.

The Mechanic is expected to exemplify the agency's core value of Growth, Adaptability, Respect, Responsiveness, Compassion, and Collaboration. This position is responsible for complying with all agency and departmental policies and procedures that reflect and promote these values in the delivery of service

ESSENTIAL DUTIES AND RESPONSIBILITIES; OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend agency-wide and Transit trainings
- Must travel to assigned worksite with occasional travel to other locations to perform assigned duties or attend training
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Perform preventive maintenance, vehicle inspections, and repairs on vehicles and lifts.
- Read and process job orders, observe mechanical devices in operation, and use technical equipment to identify issues and plan work procedures.
- Provide and use personal hand tools, with insurance being the employee's responsibility. Employees will hold NEICAC harmless.
- Operate and understand computerized diagnostic equipment to perform necessary repairs.
- Use fluid flush, air-conditioning recharge and recapture, tire changer, and wheel balancer equipment.
- Read vehicle wiring schematics to diagnose and repair wiring issues.
- Remove and replace transmissions and engines.
- Perform brake and exhaust replacements and repairs.
- Coordinate vehicle service scheduling with the Transit Office.
- Conduct regular maintenance and manage warranties for vehicles, including tires, batteries, engine tune-ups, fluid changes, and body condition as per manufacturer requirements.
- Coordinate new Operator/Driver training with the Operations Manager or Transportation Director.

- Maintain vehicle safety and mobility, coordinating with the Transportation Director to identify reasonable cost measures.
- Inspect vehicles and equipment to ensure proper operation and adherence to maintenance policies, procedures, and schedules.
- Establish and recommend repair and service procedures.
- Inspect new equipment for compliance with specifications and collaborate with mechanics/technicians on specialized repairs or services.
- Maintain computerized service and inventory records and reports to keep the shop up to date.
- Communicate accurately and professionally with staff, providing direction to Drivers as needed.
- Train new Drivers on lift operation, wheelchair securement, passenger restraints, and pre-trip and post-trip vehicle inspections.
- Follow all road rules and safety precautions as directed by NEICAC EARL Public Transit and/or US DOT.
- Typical work hours are Monday-Friday during the day, with occasional evening or weekend work required on an on-call basis to meet operational needs.

SUPERVISORY RESPONSIBILITIES

N/A

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or General Educational Degree (GED) required; Three years of related experience and/or training in addition to a high school diploma or GED preferred.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to maintain balances of funds available and funds disbursed. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES & REGISTRATIONS

Must have or obtain a valid Commercial Driver's License (CDL) with Passenger Endorsement within three months of hire; NEICAC will provide CDL training. Must have a good driving record and remain insurable under NEICAC's insurance policy. Must satisfactorily complete a Criminal Records Check.

ASE certifications in A4 (Suspension and Steering), A5 (Brakes), A6 (Electrical/Electronic Systems), A7 (Heating and Air Conditioning), and A8 (Engine Performance) are preferred at the time of hire or must be obtained within twelve (12) months of employment.

FTA DRUG & ALCOHOL TESTING AND MEDICAL CERTIFICATION

In compliance with Federal Transit Administration (FTA) regulations, the employee must:

- Successfully pass a pre-employment drug screening prior to beginning employment
- Participate in random, post-accident, reasonable suspicion, return-to-duty, and follow-up drug and alcohol testing, as required under FTA guidelines.
- Remain in continuous compliance with NEICAC's FTA drug and alcohol testing policy throughout employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must:

- Maintain a current Medical Examiner's Certificate (Medical Card), as required by the Department of Transportation (DOT), and carry it at all times while operating a NEICAC Transit vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____

Print Name _____