

2000 S MAY AVENUE  
OKLAHOMA CITY  
OKLAHOMA 73108

customer service  
405.235.7433 (RIDE)

administration  
405.297.1331

[embarkok.com](http://embarkok.com)



A supplemental questionnaire must be completed for your application to be considered.

NOTE: Employee will be subject to mandatory drug and alcohol testing in accordance with Federal Transit Administration Regulations and COTPA's Substance Abuse Policy.

**MECHANIC**  
**\$21.41 per hour**  
**Premium pay for ASE Certifications**

Interested applicants apply at the COTPA Human Resource Office, 2000 S. May Avenue, Oklahoma City, OK 73108, April 14, 2014 until position is filled, Monday through Friday, 8:30 a.m. to 4:30 p.m.

**JOB SUMMARY**

This position is located in the Maintenance Division of Metro Transit. **Essential Job Functions: Diagnosing** and repairing mechanical failures on buses, Paratransit vehicles, cars, trucks and other standard or heavy equipment, preventable maintenance inspections; perform repair and maintenance of electrical systems, air systems and hydraulics. Trainee shall be given instruction and practice in the area of auto and bus repair to prepare him or her to become a first class repairman. Instructions are specific in nature, and the employee must use independent judgment in carrying out assignments. Overall work performance is reviewed at the discretion of the Division Head.

**JOB REQUIREMENTS**

- High School Diploma or equivalent.
- Ability to read and write English effectively.
- Knowledge of operating principles of gasoline and diesel automotive equipment.
- Skill in accurately diagnosing and repairing diesel engines, automatic transmissions and A/C systems.
- Experience with both gas and electrical welding equipment.
- Ability to and skill in reading and interpreting sketches, diagrams, and instructions outlined in equipment repair manuals.
- Must have general knowledge of computers and data entry.
- Must be able to obtain a class "B" Oklahoma Commercial Drivers License with a "P" endorsement within 60 days of the first day of employment.
- Must be able to comply with strict attendance policies.

**NOTE: Employee must provide own hand tools**

**NOTE: These positions will require employees to work a variety of shifts. Weekend and holiday work may be required depending on assignment.**

**WORKING CONDITIONS**

- Inside and outside exposed to heat, cold, humidity, and rain.
- Possibility of falls from working on and around slippery surfaces.
- Possibility of body injuries such as sprains, fractures, deep cuts, or loss of body members.
  - Will work from ladders, platforms, or other equipment from 4 to 12 feet above floor or ground level.
  - Will work in confined or cramped positions and be required to assume awkward or strained positions.
  - Will work near moving machinery and power tools.

- Exposed to intermittent or continued loud and insistent noises caused by machinery and other workers.
- Possibility of injury to the body caused by burns or electrical shock.
- Frequent to sustained exposure to fumes and gasses i.e. carbon monoxide. May require wearing of self-contained breathing apparatus.
- Will work one of three, eight-hour shifts, and may be required to work holidays and overtime.
- Frequent local travel.
- Exposure to dust, fumes, gases, noise and unfavorable weather conditions.
- 

**PHYSICAL REQUIREMENTS**

- Stamina enough to exert oneself physically throughout the working day.
- Flexibility enough to bend, twist, and reach out to reach automotive parts and equipment when performing repair tasks.
- Mobility enough to continuously move oneself from place to place.
- Extreme arm-hand steadiness, manual and finger dexterity enough to use manual and power tools in the repair and maintenance of automotive parts and equipment.
- Near vision enough to read manuals, schematics, labels on parts boxes, etc., and to work on small parts and wires.
- Visual color discrimination enough to accurately match color coded wires, etc.
- Ability to determine location of sound such as engine block, transmission, carburetor, etc.
- Ability to discriminate among environmental sounds such as tappets pinging in a car, etc.
- Must have physical ability to **occasionally** kneel, crawl, sit, and be on unprotected heights; ability to **frequently** bend, stoop, twist, squat, and reach; ability to **continuously** climb stairs, walk, stand, and be around moving machinery.
- Must have physical ability to **occasionally** lift/carry 80 lbs., push/pull 10 lbs.
- Ability to frequently lift/carry 35 lbs., push/pull 50 lbs.
- Ability to continuously lift/carry 25 lbs., push/pull 35 lbs.
- Must have fine manipulating, medium dexterity, hard grasping, forearm rotational movement and use of foot controls.
- Hearing sufficient enough to hear safety and emergency horns.
- Must be able to obtain a valid Oklahoma Department of Transportation physical examination.

**FRINGE BENEFITS**

Vacation	40 hours upon completion of one year, 80 upon completion of second year.
Sick Leave	80 hours per year accrued biweekly.
Holidays	6 regular holidays and 3 floating holidays per year.
Injury Insurance	Effective day of employment.
Retirement	After 6 months, jointly paid by COTPA and employee.
Credit Union	Full banking services.
Life Insurance	COTPA provides \$18,000 term coverage.
Health/Dental Insurance	Insurance available for employee and dependent coverage.
Disability Plan	Short term payable at \$250 per week.
Flexible Spending Accounts	Upon completion of thirty days of full time employment.

**VETERANS PREFERENCE**

A five-point preference will be awarded on the initial scored selection process for honorably discharged veterans of the United States Armed Forces. Qualified applicants must submit a copy of their DD Form 214 indicating discharge type/character of service in person, mail, or fax at 405-297-2652.