



WEST COUNTY TRANSPORTATION AGENCY

**367 West Robles Avenue
Santa Rosa, CA 95407
(707) 206-9988**

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

MECHANIC II / III

The West County Transportation Agency is a Joint Powers Agency formed of seventeen school districts in Western Sonoma County. Our primary responsibility is to provide cooperative, centralized, cost efficient, safe and child-centered school transportation to the students of these school districts.

This is a full-time, year-round position and the incumbent will report to the Manager of Vehicle Maintenance. The shop is staffed by Lead Mechanics, Mechanic IIIs, Mechanic IIs, and several Service Persons. The Manager of Vehicle Maintenance and Facilities is the direct supervisor of this department. We focus on the team approach and building a positive working environment in this professional and well-equipped fleet shop. Mechanics at this Agency own and maintain their own tools.

The Agency operates and maintains many different types of equipment. It is critical that the successful candidates have a strong background in preventive maintenance and a thorough knowledge of air brake systems and maintenance. We maintain compressed natural gas, gasoline, and diesel engines from all manufacturers and also maintain vehicles with cutting-edge technologies that require an openness to learn and utilize computer diagnostics.

Starting salary will be based on experience. The Agency offers excellent health, dental, and vision benefits for the employee and dependents. The Agency pays for a \$50,000 life insurance policy for employees only, plus paid vacation time, accumulated sick leave, and CalPERS retirement package. There is an incentive for the National Institute for Automotive Service Excellence (ASE) certification and an annual tool stipend.

Interested persons should apply by the end of the business day on **Monday, November 18, 2019**, at the West County Transportation Agency facility. Applications consist of a WCTA application form, and you will need to go to the DMV website (<https://www.dmv.ca.gov/portal/dmv/detail/online/dr/welcome>) to print out a 2 year driving history. Resumes, letters of recommendation, or any other supporting documentation may accompany the application.

WEST COUNTY TRANSPORTATION AGENCY

CLASS TITLE: MECHANIC II

DEFINITION: Under general supervision, to perform preventive maintenance inspections, to perform general repairs on school buses and automobiles and perform all other related work as requested.

DUTIES:

1. Perform preventive maintenance inspections on school buses and other automotive equipment.
2. Adjust brakes, clutches and recommend maintenance or attention for worn parts.
3. Keep detailed records of all work performed.
4. Repair and replace bus seats, windows and windshields as necessary.
5. Assist in the repair, tuning and replacement of all major and minor components as directed to include brakes, clutches, starters, water pumps, alternators, radiators, hoses, fuel pumps, filters and tires.
6. Request repair parts as needed.
7. Make emergency repairs to equipment in the field as directed.
8. Follow generally accepted preventive maintenance procedures for school buses in the State of California.
9. Relate well with other staff and the community.
10. Fuel, oil and water buses.
11. Drive a school bus over regular routes or on special trips as requested if properly licensed.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Title 13, CCR, regulations and vehicle code regulations pertaining to the design, equipment requirements and maintenance procedures of school buses in the State of California.
2. Air brake systems and components.
3. Principles and methods of preventive maintenance inspections and vehicle repairs.
4. Tools and equipment and their use necessary to perform required duties.

Ability to:

1. Inspect and locate and at times repair mechanical and electrical defects.
2. Schedule inspections, repairs and document their completion.
3. Understand and carry out oral and written directions.

MINIMUM EXPERIENCE

1. High school graduation or G.E.D.
2. One year of apprentice level experience as a mechanic in the overall repair of heavy and light automotive and other power driven equipment.
3. Possession of a valid Class B license.

MECHANIC II

PHYSICAL DEMANDS OF THIS POSITION

Terms used in this section are defined as follows:

Rarely 1-10%

Occasionally 11-33%

Frequently 34-66%

Continuously 67-100%

...of the work day

Sitting:	Rarely
Standing:	Continuously
Walking:	Continuously
Waist Bending:	Frequently
Neck Bending:	Continuously
Squatting:	Occasionally
Climbing:	Occasionally
Kneeling:	Frequently
Crawling:	Frequently
Neck Twisting:	Occasionally to frequently
Waist Twisting:	Occasionally to frequently
Pushing/Pulling:	Frequently up to 500 lbs at a time to move large pieces of equipment on a dolly

Reaching:	
Above shoulder:	Continuously
Below Shoulder:	Continuously
Full Extension:	Frequently

Lifting:	
0-10 lbs:	Continuously: weight up to 100 yards at a time
11-25 lbs:	Occasionally: weight up to 150 feet at a time
26-50 lbs:	Occasionally to frequently: weight up to 100 feet at a time
51-75 lbs:	Occasionally to frequently: weight up to 100 feet at a time
76-100 lbs:	Occasionally: weight carried several feet at a time or using dolly.

Hand Activities:	
Repetitive Hand use:	Continuously
Simple Grasping:	Continuously
Power Grasping:	Occasionally to frequently
Fine Manipulation:	Occasionally
Hand/Arm twisting/ turning:	Frequently
Computer Operation/ writing:	Frequently

DISASTER SERVICE WORKER

West County Transportation Agency is a local government cooperative agency (joint powers agreement). All government employees in California are required to be disaster service workers. Disaster service workers means that during times of war or natural disaster, you can be pressed into service in the local community performing duties that are of a critical nature and required by your supervisors at work.

WEST COUNTY TRANSPORTATION AGENCY

CLASS TITLE: AUTOMOTIVE MECHANIC (MECHANIC III OR JOURNEYMAN)

DEFINITION:

Under general supervision, to maintain and repair school buses and automobiles and related mechanical equipment and all other related work as required.

DUTIES:

1. Perform complex mechanical work in the maintenance and repair of school buses and other automotive equipment.
2. Repair and replace clutches, brakes, cylinder linings, connecting rods, bearings, rings, crankshafts and other engine parts.
3. Adjust carburetors and tune engines, set rack and overhaul transmissions and differentials.
4. Do electrical troubleshooting and repairs
5. Repair and replace starters, generators, distributors, relays and other automotive electrical equipment. Maintain and install smog devices on gas and diesel vehicles.
6. Repair and install axles, radiators, hoses, fuel and water pumps and tires.
7. Perform various welding tasks.
8. Repair and replace bus seats, windows and windshields as necessary.
9. Request repair parts as needed.
10. Make emergency repairs to equipment in the field.
11. Maintain records of repair and maintenance work.
12. Follow generally accepted preventive maintenance procedures for school buses in the State of California.
13. Drive a school bus over regular routes or on special trips as requested if properly licensed.

DESIRABLE QUALIFICATIONS

KNOWLEDGE OF:

1. Tools, equipment and procedures used in the overhaul and repair and adjustment of a variety of buses and other automotive equipment.
2. Title 13 regulations and vehicle code regulations pertaining to the design, equipment requirements and maintenance procedures of school buses in the State of California.
3. Air brake systems and components.
4. The principles and methods used in the program of preventive maintenance for automotive equipment.

ABILITY TO:

1. Inspect, locate and diagnose mechanical and electrical defects.
2. Skillfully use the tools and equipment necessary in the repair and maintenance of automotive equipment.
3. Understand and carry out oral and written directions.
4. Establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM EXPERIENCE/REQUIREMENTS:

1. One year of journey-level experience as a mechanic in the overall repair of heavy and light automotive and other power-driven equipment.
2. Must hold and be willing to maintain a Class B license.
3. High school graduation or G.E.D.

AUTOMOTIVE MECHANIC

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Occasionally 11-33%

Frequently 34-66%

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WEST COUNTY TRANSPORTATION AGENCY

GENERAL INFORMATION FOR EMPLOYMENT APPLICANTS

EMPLOYMENT PROCEDURES:	Application forms must be received in the Business Office no later than the announced time on the announced closing date for filing. WCTA application forms must be used. Resumes or other application forms will not be considered as applications for Agency positions. Applicants must meet the qualifications as specified on the announcement in order to be considered eligible to complete the written, oral, or practical examination.
DRUG TESTING:	All prospective employees must pass a pre-employment drug test. On-going drug and alcohol testing is performed on a random basis after employment and after accidents. In November 2016, California voted to allow the recreational use of marijuana. Although this is legal, it is still illegal for commercial drivers to use this substance. Experts report that THC, the drug that is present in marijuana and tested, stays in a person's system for up to 90 days or longer.
FINGERPRINTING:	Fingerprinting is required upon employment.
PHYSICAL REQUIREMENTS:	A physical examination and physical performance test may be required prior to employment, and an offer of employment is contingent upon successfully passing the physical. A TB test will be required upon employment. Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential job duties with or without reasonable accommodation.
SALARY:	Appointments are normally made at the first step of the announced salary range. Movement on the salary schedule will occur with successful employment with the Agency on an annual basis.
VACATION:	For bargaining unit employees: twelve (12) days a year during the first five (5) years of service; eighteen (18) days a year after five (5) years of service; and twenty-four (24) days a year for employees over fifteen (15) years of service, pro-rated for part-time or 10-month employees. For management and confidential employees: fifteen (15) days a year during the first five (5) years of service; twenty (20) days per year after five (5) years of service; and twenty-five (25) days per year after eleven (11) years of service; also pro-rated for part-time or 10-month employees.
SICK LEAVE:	Twelve (12) days per year with no limit on accumulation; pro-rated for part-time or 10-month employees.
HOLIDAYS:	Twelve (12) paid holidays per year for full-time employees. Part-time or 10-month employees are eligible for paid holidays per the Collective Bargaining Agreement.
INSURANCE:	Full Health, Dental, and Vision care plans are available for employee and dependents. Part-time or 10-month employees will be prorated. Employees may be required to pay a portion of the premium. Insurance coverage begins with the nearest billing period we can add you to our covered list, and is never more than one month after you are hired.
RETIREMENT PLAN:	Permanent full-time and part-time employees are required to participate in the Public Employees Retirement System of California and also contribute to Social Security.
CREDIT UNION:	Credit Union Membership is available to all employees.
PAYDAY:	All permanent full-time and part-time employees are paid once a month, usually the last working day of the month. Extra or overtime work, above the regular contract, is paid on a secondary payroll on the tenth of each month.
UNION REPRESENTATION:	All employees, except management and confidential, are required to apply for membership with the California School Employees Association within thirty (30) days of employment. Dues are deducted monthly from your paycheck. There is no initiation fee.
PROBATION:	All employees are subject to a 180 work day probationary period.

WEST COUNTY TRANSPORTATION AGENCY

DISASTER SERVICE WORKER

West County Transportation Agency is a local government cooperative agency (joint powers agreement) formed of and by our member school districts to provide their school transportation service.

All government employees in California are required to be disaster service workers. As a part of your hiring process, you are required to affirm an “oath of office”, part of which includes the requirement to perform services as directed during times of war or natural disaster.

Disaster service workers means that during times of war or natural disaster, you can be pressed into service in the local community performing duties that are of a critical nature and required by your supervisors at work.

While performing disaster service work, you cannot be held liable for accidents and injuries that are incurred while acting within the scope of your responsibility, so long as they are not willfully harmful incidents. Also, if you are injured while performing disaster service work, the injury would be treated as any other on-the-job injury. You are paid your normal salary for such work during this time.

The responsibilities of disaster service workers and the requirement for government employees to perform such duties are contained in:

- California Government Code Section 8550-8551. This is known as the “California Emergency Services Act”.
- California Government Code Section 3100-3109. This is the requirement for the oath of office and stipulation that all public employees must take the oath and must perform disaster services as needed when directed.
- Article 20 of the California Constitution, Section 3 is the section that requires the oath of office.

EMPLOYMENT APPLICATION



West County Transportation Agency
367 West Robles Avenue
Santa Rosa, CA 95407
(707) 206-9988

Received: _____

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

West County Transportation Agency is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL INFORMATION

POSITION TITLE:

NAME: (Last, First, Middle)

HAVE YOU EVER WORKED UNDER A DIFFERENT NAME? ☐ Yes ☐ No

If yes, specify name(s)

ADDRESS: (Street, City, State, Zip Code)

CELL PHONE:

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ALTERNATE PHONE:

() -

EMAIL ADDRESS:

DO YOU HAVE A VALID CALIFORNIA DRIVER'S LICENSE? (Please mark your response) ☐ YES ☐ NO ☐ NOT APPLICABLE

If yes, please specify class(es) and expiration date(s): _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

HIGH SCHOOL NAME:

LOCATION: (City, State)

DIPLOMA:

☐ Yes ☐ No

G.E.D.:

☐ Yes ☐ No

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.		
COLLEGE AND/OR VOCATIONAL SCHOOL: Yrs Completed (mark one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		SCHOOL(s)
LOCATION: (City, State)	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE EARNED:
MAJOR:		
OTHER TRAINING OR DEGREES		
SCHOOL(s)		LOCATION: (City, State)
COURSE:		DEGREE OR CERTIFICATE EARNED:

PROFESSIONAL LICENSE OR MEMBERSHIP:
TYPE OF LICENSE(S) HELD:
OTHER PROFESSIONAL MEMBERSHIPS:

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

WORK EXPERIENCE (List your last position first and include periods between jobs)		
FROM/TO month/year:	EMPLOYER:	POSITION TITLE:
ADDRESS: (Street, City, State, Zip Code):		COMPANY URL:
PHONE NUMBER: () -	SUPERVISOR:	MAY WE CONTACT THIS EMPLOYER?
HOURS PER WEEK:	# OF EMPLOYEES SUPERVISED:	
DUTIES:		
REASON FOR LEAVING:		

WORK EXPERIENCE

(List your last position first and include periods between jobs)

FROM/TO month/year:**EMPLOYER:****POSITION TITLE:****ADDRESS:** (Street, City, State, Zip Code):**COMPANY URL:****PHONE NUMBER:**

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SUPERVISOR:**MAY WE CONTACT THIS EMPLOYER?****HOURS PER WEEK:****# OF EMPLOYEES SUPERVISED:****DUTIES:****REASON FOR LEAVING:****FROM/TO month/year:****EMPLOYER:****POSITION TITLE:****ADDRESS:** (Street, City, State, Zip Code):**COMPANY URL:****PHONE NUMBER:**

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SUPERVISOR:**MAY WE CONTACT THIS EMPLOYER?****HOURS PER WEEK:****# OF EMPLOYEES SUPERVISED:****DUTIES:****REASON FOR LEAVING:**

ADDITIONAL QUESTIONS

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? YOU DO NOT HAVE TO REPORT ANY CONVICTIONS INVOLVING POSSESSION OF LESS THAN AN OUNCE OF MARIJUANA FOR PERSONAL USE THAT IS MORE THAN TWO YEARS OLD. (Please mark your response)

☐ YES ☐ NO

If yes, explain: _____

Note: Answering "yes" does not constitute an automatic bar to employment except as mandated by the California Education Code with regard to serious felonies, violent felonies, controlled substance offenses, and sex offenses. In accordance with applicable law the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered. Please exclude convictions which were sealed, expunged or statutorily eradicated, and any misdemeanor for which probation was successfully completed or otherwise discharged and the case has been judicially dismissed.

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION YOU ARE APPLYING FOR WITH OR WITHOUT REASONABLE ACCOMMODATIONS? (Please mark your response) ☐ YES ☐ NO

(Note: WCTA complies with the ADA, state law, and considers reasonable accommodations as necessary for eligible applicants and employees to perform essential functions.)

I hereby certify that all statements made in this application are true and correct to the best of my knowledge. I understand that any misstatement or material omission herein could result in my disqualification as an applicant and/or termination from employment.

I further understand that any offer of employment will be subject to submission of fingerprints and a criminal background check, a job-related medical examination, pre-employment drug test, documentation verifying my identity and legal authority to work in the United States, reference checks, and if required by the position I am seeking, possession of a valid license and certificates.

DATE

APPLICANT'S SIGNATURE

**Employment Information
And
Release of Liability**

To: _____
Name of Supervisor

Name of Current or Former Employer

I have submitted an employment application to West County Transportation Agency ("WCTA").

I hereby authorize my current or former employer listed above to release to WCTA any information related to my employment including, but not limited to, dates of employment, performance, evaluations, attendance, discipline, and termination of employment. The foregoing authorization extends to release of any records related to my employment.

To the fullest extent permitted by law I hereby release my current or former employer listed above from any and all claims, damages, causes of action, and liability of any kind related to or arising out of the release of such information, as well as from the use or disclosure of such information by WCTA.

Date

Signature

Print Name