June 20, 2018

TO: All Departments

FROM: Carolyn Washington  
Assistant General Manager

Subject: Vacancy for Mechanic Helper  
Monroe Transit System

Monroe Transit System has an opening for a mechanic helper. If this position is not filled by a current city employee within 5 working days it will be opened to the public on 07/06/18.

MECHANIC HELPER

GENERAL DESCRIPTION:

This position is responsible for assisting all Mechanics and performing other operational duties.

DUTIES:

- Start vehicles and performs basic maintenance to ensure operational needs are meet.
- Assist mechanics in the repair of all functional parts of diesel buses.
- Road test vehicles and make road calls to replace disabled vehicles.
• Change/repair items such as light bulbs, lens, wiper blades, torn or broken seats, tires, and other non-mechanical items.
• Hours will vary from 5:00 A.M. to 9:00 P.M., Monday thru Saturday, mostly split shifts.
• Requires lifting and carrying objects up to 50lbs.
• Performs service worker duties and other duties as required.

QUALIFICATIONS:

• Must have a copy of your Social Security Card.
• Must have a copy of your Driver’s License.
• Must have a copy of a current Motor Vehicle Report and Criminal History.
• Must be able to pass a drug screen, physical and provide a 2 years drug history.
• High School Diploma or equivalent.
• Skills in use of hand tools and some knowledge of diesel engine repair.
• Must possess maintenance tools up to 1 ½ inch with rolling tool box.
• Experience in automotive repair and maintenance work.
• Must have a Louisiana CDL License with a P Endorsement.