



Central Ohio Transit Authority

JOB MANUAL

for

Maintenance/Facilities Department

Effective Date: September 28, 2009

TABLE OF CONTENTS

General Qualifications	5
Laborer	6
Duties-Laborer:	6
Duties-Truck Driver:	6
Duties-Janitor:	6
Duties-Street or Facilities Laborer:	7
Duties-Coach Cleaner:	8
Duties-Shelter Cleaner:	8
Qualifications:	9
Coach Service Technician	10
Duties:	10
Qualifications:	10
Coach Repair Chief	12
Duties:	12
Qualifications:	12
Coach Repair “A”	14
Duties:	14
Qualifications:	15
Equipment Repair Chief	16
Duties:	16
Qualifications:	16
Equipment Repair “A”	18
Duties:	18
Qualifications	19
Electrical Repair Chief	20
Duties:	20
Qualifications:	20
Electrical Repair “A”	22
Duties:	22
Qualifications:	23
Fare Collection Repair Chief	24
Duties:	24
Qualifications:	24
Fare Collection Repair “A”	26
Duties:	26
Qualifications:	26
Machinist Chief	28
Duties:	28
Qualifications:	28
Machinist “A”	30
Duties:	30
Qualifications:	31

Body Maintenance Chief	32
Duties:	32
Qualifications:	32
Body Maintenance “A”	34
Duties:	34
Qualifications:	34
Painter Chief	36
Duties:	36
Qualifications:	36
Painter “A”	38
Duties:	38
Qualifications:	38
Welder Chief	40
Duties:	40
Qualifications:	40
Welder “A”	42
Duties:	42
Qualifications	42
Upholstery Chief	44
Duties:	44
Qualifications:	44
Upholstery Repair “A”	46
Duties:	46
Qualifications:	46
Storekeeper Chief	47
Duties:	47
Qualifications:	47
Stores “A”	49
Duties:	49
Qualifications:	49
General Utility Chief	51
Duties:	51
Qualifications:	51
Facilities Maintenance Utility “A”	53
Duties:	53
Qualifications:	54

JOB DESCRIPTIONS

Each job description consists of a statement of the nature of the work involved and the minimum qualifications for satisfactorily performing such work and in sufficient detail to identify the title and contents to those familiar with the Authority. However, the Job Manual will not supersede any provisions of the current Memorandum of Agreement. Each job description is subdivided under two headings: Duties and Qualifications.

A. Duties:

This section is devoted to a description of the essential duties required in the job itself. A sufficient number of duties are listed to:

- Indicate the character of the work;
- Give a conception of the variety of duties required; and
- Distinguish each grade from all other grades under the same general title.

The duties listed include only the principal ones usually required for the job and are not to be construed as a complete list of duties to be performed by employees whose jobs carry such title. Union and Management will discuss any changes to this Manual prior to implementation of the changes by the Authority. The Authority has the right to develop the job, and specify the qualifications and classifications of same, pursuant to the Memorandum of Agreement.

It is to be noted that any employee, at any time, may engage in similar or less skilled work without it affecting his/her job classification. The fact that a duty is listed in one classification does not necessarily eliminate that duty from another classification. Similarly, an employee may assist in higher grades of work for the purpose of learning higher grades of work.

When employees are required to perform building maintenance and repair work similar to their classifications, they shall receive for such work the same rate or rates applicable to their respective classification. Such building maintenance and repair work shall be written into, and become a part of, all job contents in the Job Manual.

The first paragraph of each job specification indicates, as a general guide, the degree of direction and guidance under which the employee is expected to be able to perform his/her work, i.e., "under general guidance." The term "under general guidance" indicates that the employee performs his/her duties under general instructions and may make decisions within the limitations of standard practice or procedure.

B. Qualifications:

Under this heading are those minimum qualifications which the individual must possess, in addition to the General Qualifications listed below, to qualify for the job. An employee, by studying the departmental promotional chart and the duties/qualifications required of the job, may inform him/herself on the steps necessary to prepare to qualify when a vacancy occurs.

GENERAL QUALIFICATIONS

The employee must bring to each job certain general qualifications, which include, but are not limited to:

1. High school diploma or General Equivalency Diploma (G.E.D) effective September 28, 2009;
2. The possession of normal health required to fill his/her assigned jobs;
3. The ability to follow instructions, cooperate with fellow employees, and change work priorities as directed within the job classification;
4. When contacted in an emergency, to respond to calls outside of regular hours and help in the department in which they are qualified to help;
5. Must be able to read and follow instructions and complete assignments in a timely manner (pursuant to the Memorandum of Agreement);
6. Compliance with the general rules, policies, and regulations of the Authority (including safety rules), with the specific rules of the department in which you work and with those of other departments with which work must be coordinated;
7. Loyalty to the interest of the Authority and the public;
8. Meet public in a pleasant, tactful manner and to perform duties in such a way as to best insure the maintenance of good public relations;
9. Perform training of other employees as required by the Authority;
10. The possession of appropriate tools according to the job description and consistent with the current Memorandum of Agreement;
11. Must be physically able to use and/or utilize any designated safety equipment, as designated by the Authority or statute;
12. Handling and completing records and paper work required for work he/she performs;
13. Must be able to use computers and diagnostic equipment applicable to their job assignments;
14. Possession of a valid Commercial Driver's License as required by COTA policy;
15. Must be able to pass written and practical skill assessment testing for job qualification;
16. It shall be the responsibility of each employee to maintain his/her work area, and Authority property in a safe, clean and professional manner, i.e. clean up the work area after completing work assignments and remove debris, scrap, trash and consumables from the area and dispose of items appropriately; and
17. All general qualifications. Training will be provided for tasks or duties as needed.

LABORER

A. Duties when assigned as a Laborer:

Under general guidance, using the established work schedules, and other work orders as directed, performs duties in and around Authority facilities, which include:

A.1 - Duties when assigned as Truck Driver:

Under general guidance, provides necessary general truck driving to and from shops, or as assigned, performing duties, which include, but are not limited to:

1. Loading and unloading and moving material, supplies and equipment from place to place as assigned, including disposal of excess used packing material;
2. Assisting in handling various types of heavy machinery or equipment as directed;
3. Running errands as required; and
4. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects.

A.2 - Duties when assigned as Janitor:

Under general guidance, provides janitorial and porter work around Authority facilities, performing duties, which include, but are not limited to:

1. Operating machinery and equipment utilized in janitorial trades;
2. Floor care: sweeping, spot mopping, mopping as planned on a daily/weekly basis, with scheduled scrubbing and the maintenance of floor finishes and cleaning baseboards, curbs and stairwells;
3. Glass care: window washing, spot cleaning glass surfaces, and the removal of hand/finger prints on windows, entry glass, door glass and furniture glass;
4. Restrooms and break rooms: maintaining hardware, fixtures, toilets, partitions, walls, floors and furniture in a clean and orderly condition, including routine cleaning, wiping tables, chairs, lockers, benches, food preparation areas, floors (see above) sanitizing and restocking of restrooms and break rooms, and replacement of dispenser batteries;
5. Removing snow and applying ice melt on walks, walk ramps and other specified areas at the facility to which they are assigned with snow blowers, shovels, walk behind salt spreader and blade on gator;
6. Notifying management of facilities and equipment defects as related to the duties of a janitor; waste removal: emptying trash cans and carts and other waste receptacles as directed, keeping waste containers neat and clean, replacing liners as needed, using dump carts and dumpsters as needed and performing litter control around entrances;

LABORER (cont.)

7. Furniture care: wiping, dusting, the proper use of specified cleaners and polishes for the care of various furniture materials, cleaning phones (excluding PC's and related equipment) and the cleaning of cleared desk surfaces and work areas;
8. Operating machinery and equipment utilized in Facility Maintenance trades; and general dusting: high and low horizontal surfaces, cleaning doors and walls, spot cleaning carpet spills, removing cobwebs. Cleaning light fixtures and ventilator louvers in their assigned area;
9. Day Porter: act as day porter in Day rooms, lounges, break rooms and rest rooms as needed; and
10. Proper care and use of the Authority's equipment, materials, supplies, including making minor adjustments and normal wear-and-tear repairs (e.g., replace vacuum belts and bags, replace sprayer tips, nozzles and wands, etc.)

A.3 - Duties when assigned as Street or Facilities Laborer:

Under general guidance, on an irregular schedule, does general labor work in or around the facility, on the road or other locations, performing duties, which include, but are not limited to:

1. Responsible for the proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
2. Lawn care and landscaping including litter control, digging, planting, mowing, trimming, weeding, removal of debris, sweeping and blowing clippings, edging and weed control spreading sand, gravel, dirt, mulch and the handling of other related materials using equipment required to do work, excluding skid-loader;
3. Pressure washing and steam cleaning: shelters, walls, floors and equipment, cleaning pits and drains, and other non-janitorial cleaning as related to duties as a facilities laborer as related to duties as a Street or Facilities Laborer;
4. Painting facilities with Authority-supplied equipment and material, including site preparation, mixing paint, masking, surface preparation, removal of covers and brackets, restoration of area and cleanup except for the operation of commercial painting equipment;
5. Removing snow and applying ice melt on walks, walk ramps and other specified areas at the facility to which they are assigned with snow blowers, shovels, walk behind salt spreader and blade on gator;
6. Removal of scrap, recyclables, bulk trash and other items for disposal;
7. Moving, setups, breakdowns, relocation and cleaning of furniture, sound systems, tents, boxes, etc.;

LABORER (cont.)

8. Assisting Classified staff in tasks as assigned as related to the duties of a Street or Facilities Laborer;
9. All support work related to these tasks including digging, preparation, cleanup, equipment/material handling with shovels, picks and brooms; and
10. Performing other similar work within this line of progression.

A.4 - Duties when assigned as Coach Cleaner:

Under general guidance, does the necessary cleaning operation to keep Authority's vehicles in clean and presentable condition, performing duties, which include, but are not limited to:

1. Sweeping out, mopping and vacuuming coaches daily and completely dusting interior;
2. Operating coach washing machine and driving coaches through washer;
3. Manually washing front and back (when appropriate) of coaches including windows and wheels;
4. Periodically washing all interior surfaces and coach exteriors with soap and water as required;
5. Cleaning, sanitizing and shampooing coaches including unsanitary coach cleaning;
6. Moving coaches within premises;
7. Moving coaches between facilities during declared emergency situations; cleaning up and removing trash and debris from coaches and surrounding work area;
8. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
9. Under general guidance, performing the necessary general truck driving duties when truck driver is off, and
10. Parking buses in their proper locations.

A.5 - Duties when assigned as Shelter Cleaner:

Under general guidance, does the necessary cleaning operation to keep the Authority's bus stop shelters and surrounding areas in clean and presentable condition, performing duties, which include, but not limited to:

1. Litter control: pickup and disposal of litter and debris in and around the shelter and surrounding property including access ways and curbs;

LABORER (cont.)

2. Floor and sidewalk care: sweep shelter floors, adjacent sidewalk(s) and curbs clean of debris;
3. Shelter cleaning: hand washing shelter glazing and/or frames with appropriate chemicals to remove graffiti and other markings; and using Authority-provided pressure washing and steam cleaning equipment, other equipment/tools as needed and approved cleaning solutions and chemicals to clean shelters, trash receptacles and surrounding concrete floor and sidewalks (weather permitting);
4. Trash containers: removal of excess trash from trash receptacles when needed at shelter sites to ensure a neat appearance;
5. Emptying full trash receptacles and replacing trash container liner bags when needed; and
6. Weed control: applying herbicide around base of shelter pads as directed during growing season and trimming when needed around base of shelter pads.

B. Qualifications:

1. No prior experience required;
2. Must be able to meet the rigorous physical requirements of this work;
3. Must be able to follow simple instructions and complete assignments in normal work period;
4. Must become thoroughly familiar with the operation of the Labor Pool and its relationship to the requirements of the Authority;
5. Must become thoroughly familiar with Authority's safety rules and regulations as applied to the Labor Pool and with other rules and regulations of the Authority; and
6. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

COACH SERVICE TECHNICIAN

A. Duties:

Under general guidance, does the daily routine servicing operations required to keep vehicles on the road, does miscellaneous related work in the garage, on the road or other locations, performing duties, which include, but are not limited to:

1. Adding fuel, water, windshield washer solvent and oil; taking odometer readings; checking tires of buses returning from trips or scheduled runs; parking buses in their proper locations; including data entry into computerized vehicle monitoring systems;
2. Periodically draining air tanks, adding air to tires (not for revenue service);
3. Handling batteries in the battery room and maintaining chargers according to established battery room procedures;
4. Making road service calls, replacing coaches or making minor repairs on same, including changing tires on the road where required;
5. Making minor adjustments and repairs and preparing coaches for service; these items include, but will not be limited to: repairing wiring as related to lighting, changing bulbs and lenses and changing batteries;
6. Operating tow-truck as assigned;
7. Making lineup for scheduled runs or tripper runs, including computerized record keeping;
8. Operating cleaning equipment and power washing equipment; cleaning or steaming coaches, component parts and other equipment as required in any work area of his/her assigned facility;
9. Performing other similar work within this line of progression;
10. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
11. Complying with all safety procedures, policies and practices; and
12. Performing other duties, either job related or unrelated, when emergency situations exist.

B. Qualifications:

1. Must demonstrate the ability to do a reasonable grade of mechanical repair work and the duties listed;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;

COACH SERVICE TECHNICIAN (cont.)

3. Must be acquainted with the Authority service area, particularly with reference to the various runs, so as to properly handle service calls;
4. Must be thoroughly familiar with the operation of Vehicle Maintenance and its relationship to the requirements of the Authority;
5. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to Vehicle Maintenance, and with other rules and regulations of the Authority;
6. Must possess the proper tools that are required to perform the duties of this classification; and
7. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

COACH REPAIR CHIEF

A. Duties:

Under general guidance, in or out of the shop, works with employees assigned to the Inspection/Running Repair Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects; and
7. Performing other similar work within this line of progression.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operations and functions of the Inspection/Running Repair shop and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Inspection/Running Repair shop and with other rules and regulations of the Authority;
5. Must have ability to carry through assignments to completion with minimal supervision;
6. Must have ability to layout the work of others in a cooperative and professional manner;
7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list; and

COACH REPAIR CHIEF (cont.)

10. All general qualifications. Training will be provided for any task or assigned duties to this position as needed.

COACH REPAIR “A”

A. Duties:

Under general guidance, removes, repairs and/or replaces units on Authority’s vehicles in the shop, on the road or other locations, performing duties, which include, but are not limited to:

1. Periodically draining air tanks; adding air to tires as needed; removing and replacing tires on Authority revenue vehicles;
2. Performing battery maintenance checks;
3. Making road service calls, replacing coaches or making minor repairs on same, including changing tires on the road where required;
4. Performing other duties either job related or unrelated when emergency situations exist;
5. Inspecting, troubleshooting; removing, repairing and/or replacing all types of components/units as required including handicapped coach equipment, fuel pumps, air compressors, (not to include series 40 diesel engines) water pumps, oil coolers, air valves, air motors, starters, defroster blower motors, power steering pumps, door bearings, radius rods, fluid lines, air lines, thermostats, parking brake shoes, belts, hoses, accelerator treadle valves, steering column, fan hub seals, wheel seals, pan/adaptor gaskets, wheel studs, axle studs, trunnion bushings/pins, brake repair, fans, speedometer system components, fuel lines, slack adjusters, airlines, ABS sensor valves, and brake chambers;
6. Inspecting, troubleshooting electrical units, removing/replacing faulty components on the Authority’s vehicles; performing electrical work including diagnosing, removing and replacing electrical/electronic components and performing wiring repairs; will not include electronic circuit board repair, bench repair or other major electrical repair as determined by management;
7. Operating jacks, hoists, service and towing equipment;
8. Removing and installing parts, body panels and/or assemblies to gain access to faulty components in order to perform the duties of this line of progression;
9. Operating drill press, grinders, presses and similar shop equipment;
10. Troubleshooting, with or without test equipment, various troubles encountered with engines and other units affecting vehicle operation;
11. Performing preventative maintenance inspections, and performing minor repairs on vehicles;
12. Performing other similar work within this line of progression;
13. Complying with all safety procedures, policies and practices;

COACH REPAIR “A” (cont.)

14. Proper use of the Authority’s equipment, materials and supplies and notifying management of any defects;
15. Soldering, heating and acetylene cutting with Authority-supplied equipment on the Authority’s vehicles in order to perform the duties of this line of progression; and
16. Removing and replacing windows, framing and retainers as required on Authority’s vehicles.

B. Qualifications:

1. Have knowledge of, and be familiar with, the principles of the construction and operation of the various parts of Authority’s vehicles especially with respect to repairing same and demonstrate proficiency with the duties listed;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
4. Must be thoroughly familiar with the Authority’s safety rules and regulations as applied to Inspection/Running Repair Shop operation and with other rules and regulations of the Authority;
5. Must possess the proper tools that are required to perform the duties of this classification; and
6. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

EQUIPMENT REPAIR CHIEF

A. Duties:

Under general guidance, in the shop, on the road and/or other locations, works with employees assigned to the Heavy Repair Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Performing minor electrical work including removing/replacing minor electrical units and making repairs to wiring such as splicing;
8. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to duties of this line of progression; and
9. Operating tow-truck as assigned; operating jacks, hoists and service/towing equipment.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operations and functions of the Heavy Repair Shop and its relationship to requirements of the Authority;
4. Must be thoroughly familiar and comply with the Authority's safety rules and regulations as applied to the Heavy Repair Shop and with other rules and regulations of the Authority;
5. Must have ability to carry through assignments to completion with a minimum of supervision;
6. Must have ability to layout the work of others in a cooperative and professional manner;

EQUIPMENT REPAIR CHIEF (cont.)

7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list;
10. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
11. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

EQUIPMENT REPAIR “A”

A. Duties:

Under general guidance, in the shop, on the road and other locations, installs and removes all types of units of bus equipment, assembling and disassembling same, making repairs and adjustments, removing components to gain access, performing duties, which include, but are not limited to:

1. Testing and troubleshooting equipment and performing necessary work in the shop, on the road or other locations;
2. Removing and installing major units on coaches including transmissions, engines, differentials and axle tubes;
3. Operating jacks and hoists and rigging for handling heavy units;
4. Operating tow-truck as assigned; operating jacks, hoists and service/ towing equipment;
5. Replacing worn parts, bearings, bushings, and other related equipment;
6. Overhauling or repairing units of Authority equipment requiring general shop work;
7. Lubricating equipment as required;
8. Removing and installing lines, air valves and related air equipment;
9. Removing and installing minor units on coaches including, suspension, brakes and air compressors;
10. Removing and replacing wheels for the repair/replacement of speedometer systems and repairing/adjusting or replacing same;
11. Removing and installing parts, body panels and/or assemblies as required to gain access to faulty components in order to perform the duties of this line of progression;
12. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to duties of this line of progression;
13. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
14. Performing minor electrical work such as removing/replacing minor electrical units and making repairs to wiring such as splicing;
15. Complying with all safety procedures, policies and practices;
16. Soldering, heating and acetylene cutting with Authority-supplied equipment on the Authority's vehicles in order to perform the duties of this line of progression; and

EQUIPMENT REPAIR “A” (cont.)

17. Removing broken screws, bolts, and studs by normal extraction methods, using caution to correctly torque by fastener size, also using compounds to guard against heat, rust and seizure.

B. Qualifications:

1. Must demonstrate ability to perform major assembly repair and installation work, handling heavy tools, motors, equipment with proficiency;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operation of the Heavy Repair shop and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar and comply with the Authority's safety rules and regulations as applied to Heavy Repair Shop operation, and with other rules and regulations of the Authority;
5. Must possess the proper tools that are required to perform the duties of this classification;
6. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
7. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

ELECTRICAL REPAIR CHIEF

A. Duties:

Under general guidance, in the shop, on the road and/or other locations, works with employees assigned to the Electrical Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s); and
8. Performing soldering, brazing, heating and acetylene cutting with Authority-supplied equipment on the Authority's vehicles in order to perform the duties of this line of progression.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operations and functions of the Electrical Shop and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar and comply with the Authority's safety rules and regulations as applied to the Electrical Shop and with other rules and regulations of the Authority;
5. Must have ability to carry through the assignments to completion with minimal supervision;
6. Must have ability to layout the work of others in a cooperative and professional manner;

ELECTRICAL REPAIR CHIEF (cont.)

7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list;
10. Must have knowledge of the principles of D.C. and A.C. electricity, air conditioning and HVAC systems as it applies to Authority vehicles and be able to work from parts drawings and wiring diagrams, and/or ability to have refrigerant certification test within a reasonable time;
11. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
12. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

ELECTRICAL REPAIR “A”

A. Duties:

Under general guidance, in the shop, on the road or other locations, performs the maintenance and repair of electrical, electronic, and air conditioning equipment of the Authority, removing components to gain access, performing duties, which include, but are not limited to:

1. Diagnosing and repairing electrical, electronic and air conditioning troubles in all types of electrical and electronic equipment associated with the Authority's vehicles and facilities (within capabilities);
2. Testing all types of electrical, electronic and air conditioning equipment;
3. Overhauling major units of electrical, electronic and air conditioning equipment in Authority vehicles and facilities (within capabilities);
4. Re-wiring electrical and electronic systems of all types on Authority vehicles and facilities, testing circuits and making final connections or adjustments;
5. Testing, inspecting, overhauling, and repairing shop and tool motors and related electrical equipment;
6. Performing similar work in connection with the installation of new electrical, electronic, and air conditioning devices or equipment;
7. Soldering, brazing, heating and acetylene cutting with Authority supplied equipment on the Authority's vehicles in order to perform the duties of this line of progression;
8. Making up cables or harnesses and installing same and other wiring requirements on Authority vehicles and facilities;
9. Performing other similar work within this line of progression;
10. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to duties in this line of progression;
11. Removing and installing parts, body panels and/or assemblies as required to gain access to faulty components in order to perform duties of this line of progression;
12. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects; and
13. Complying with all safety procedures, policies and practices.

ELECTRICAL REPAIR “A” (cont.)

B. Qualifications:

1. Must have previous work experience or formal training in motor, generator and fields coil wiring and understand the necessary electrical principles related to this and similar work; must have a working knowledge of A.C. motor and control equipment and must have a good knowledge of electrical, electronic and air conditioning principles and theories as they relate to operations required in the use and maintenance of electronic equipment or units in Authority vehicles; must have demonstrated proficiency in the duties listed;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operation of the Electrical Shop and its relationship to the requirements of the Authority;
4. Must have knowledge of the principles of D.C. and A.C. electricity, air conditioning and HVAC systems as it applies to Authority vehicles and be able to work from parts drawings and wiring diagrams, and/or ability to have refrigerant certification test within a reasonable time;
5. Must be thoroughly familiar and comply with the Authority's safety rules and regulations as applied to the Electric Shop and with other rules and regulations of the Authority;
6. Must have a good working knowledge of shop operation as applied to maintenance of Authority equipment and have proficiency in duties above;
7. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list;
8. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
9. All general qualifications. Training will be provided for any task or duties assigned to this position as needed.

FARE COLLECTION REPAIR CHIEF

A. Duties:

Under general guidance, in the shop, on the road and/or other locations, works with employees assigned to the Fare Collection Repair shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with the Authority's safety rules and regulations as applied to the Farebox Collection Repair Shop and with other rules and regulations of the Authority;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Removing and installing all fare signage and decals for the fare collection requirements; and
8. Performing other similar work within this line of progression; and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to line of progression.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operations and functions of the Fare Collection Repair shop and its relationship to the requirements of the Authority;
4. Must have the ability to carry through assignments to completion with minimum of supervision;
5. Must have the ability to layout the work of others in a cooperative and professional manner;
6. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;

FARE COLLECTION REPAIR CHIEF (cont.)

7. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority's bulletins, and safety publications and postings;
8. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list; and
9. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

FARE COLLECTION REPAIR “A”

A. Duties:

Under general guidance, in the shop, on the road or other locations, performs the maintenance and repair of all fare collection equipment on the road and other locations of the Authority, removing components to gain access, performing duties, which include, but are not limited to:

1. Diagnosing and repairing electrical and electronic trouble associated with the Authority’s fare collection equipment, installing and removal of equipment and the repair of vehicle wiring and connections to the equipment;
2. Using test equipment including schematics, multimeters and computer diagnostic programs;
3. Overhauling major and minor electrical, electronic and mechanical components;
4. Performing soldering, heating and acetylene cutting with Authority supplied equipment on the Authority’s vehicles and equipment in order to perform the duties of this line of progression;
5. Making up cables and harnesses and installing same and other wiring on the Authority’s vehicles and equipment;
6. Removing and installing parts and/or assemblies as required to gain access to faulty components in order to perform the duties of the line of progression;
7. Removing and installing all Fare signage and decals for the fare collection requirements;
8. Proper use of the Authority’s equipment, materials and supplies and notifying management of any defects;
9. Complying with all safety procedures, policies, and practices; and
10. Running errands as required, such as transporting parts, vehicles and personnel needed to complete assigned task(s) as related to line of progression.

B. Qualifications:

1. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
2. Must be thoroughly familiar with operation of the Fare Collection Repair Shop and its relationship to the requirements of the Authority;
3. Must have knowledge of AC/DC electricity and be able to work from wiring diagrams and drawings, must be able to use multimeter and other test equipment as required;

FARE COLLECTION REPAIR “A” (cont.)

4. Must be thoroughly familiar and comply with the Authority’s safety rules as applied to the Fare Collection Repair Shop operations as well as other rules and regulations;
5. Must have a good working knowledge of shop operation as applied to maintenance of Authority equipment and have proficiency in duties above;
6. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA’s tool list; and
7. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

MACHINIST CHIEF

A. Duties:

Under general guidance, in the shop, on the road and/or other locations, works with employees assigned to the Machine Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations for the proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Occasionally performing maintenance and repair work on units of building and property similar to this occupational classification;
8. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to duties of this line of progression; and
9. Removing broken screws, bolts, and studs; by normal extraction methods to include drilling rethreading with Helicoil type thread insert; re-tapping to larger sizes when needed; using caution to correctly torque by fastener size also using compounds to guard against heat, rust and seizure.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operations and functions of the Machine Shop and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Machine Shop and with other rules and regulations of the Authority;

MACHINIST CHIEF (cont.)

5. Must have ability to carry through assignments to completion with a minimum of supervision;
6. Must have ability to layout the work of others in a cooperative and professional manner;
7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list;
10. Soldering, brazing, heating and acetylene cutting with Authority supplied equipment on the Authority's vehicles in order to perform the duties of this line of progression; other forms of welding maybe used with demonstrated efficiency;
11. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
12. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

MACHINIST “A”

A. Duties:

Under general guidance, in the shop, on the road and other locations, repairs various units of the Authority's equipment or coach components as may be required, performing duties, which include, but are not limited to:

1. Operating all types of Machine Shop equipment;
2. Building and maintaining the required tools, fixtures and related devices necessary in the repair and overhaul of Authority equipment;
3. Overhauling engines, differentials, transmissions and all other types of coach equipment and performing all types of repair work on units;
4. Rebuilding broken or worn units of Authority equipment;
5. Removing broken screws, bolts, and studs; by normal extraction methods to include drilling rethreading with Helicoil type thread insert. Re-tapping to larger sizes when needed, using caution to correctly torque by fastener size also using compounds to guard against heat, rust and seizure;
6. Performing machine operations on equipment, including air conditioning compressors, door engines, and other, similar or related devices;
7. Repairing/rebuilding various units of equipment, including fareboxes, door mechanisms, air conditioning compressors, brakes and other, similar or related devices;
8. Occasionally performing maintenance and repair work on units of buildings and property similar to this occupational classification;
9. Performing other similar work within this line of progression; and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to this line of progression;
10. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
11. Complying with all safety procedures, policies and practices;
12. Setting up and/or testing out power plants engine/transmissions; prepare related accessory units for power plants install; and
13. Breaking down, cleaning and preparing blocks, cases, housings and similar items for the next change-out and/or build-up of component.

MACHINIST “A” (cont.)

B. Qualifications:

1. Must have the necessary knowledge of blue print reading, strength of materials, machine operations, and have proficiency in the duties listed;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operation of the Machine Shop and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority’s safety rules and regulations as applied to Machine Shop operation, and with other rules and regulations of the Authority;
5. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA’s tool list;
6. Must be able to perform soldering, brazing, heating and acetylene cutting with Authority supplied equipment on the Authority’s vehicles equipment components in order to perform the duties of this line of progression;
7. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
8. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

BODY MAINTENANCE CHIEF

A. Duties:

Under general guidance, in the shop or other locations, works with employees assigned to the Body Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Occasionally performing maintenance and repair work on units of building and property similar to this occupational classification; and
8. Performing other similar work within this line of progression; and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to this line of progression.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operations and functions of the Body Shop areas and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Body Shop areas and with other rules and regulations of the Authority;
5. Must have ability to carry through assignments to completion with minimal supervision;
6. Must have ability to layout the work of others in a cooperative and professional manner;

BODY MAINTENANCE CHIEF (cont.)

7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list;
10. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
11. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

BODY MAINTENANCE “A”

A. Duties:

Under general guidance, performs all types of repair work on bodies, accessories and related equipment in the shop or other locations, removing components to gain access, performing duties, which include, but are not limited to:

1. Installing, removing, rebuilding and repairing railings, stanchions, and other, similar or related equipment;
2. Removing and installing wood, steel or alloy body framework of all kinds and making necessary repair to same; assemble new doors, flooring, framing, posts, supports, and other forms and structures required in the various pieces of Authority equipment; removing, fitting, installing and repairing doors, sensitive edge, and window sashes due to accident, etc.;
3. Removing, straightening, rebuilding, and installing body parts, interior trim or finish, sash and other similar or related equipment;
4. Fabricating various accessories or parts as required;
5. Repairing, replacing, or rebuilding all types of body accessories and mechanisms normally handled in the Body Repair Shop including frame and chassis repair;
6. Removing wheels as required to complete body maintenance work in and around the wheel well area;
7. Cutting and heating of panels and components associated with the Authority's vehicles utilizing available heating, acetylene, and plasma cutting equipment in order to perform the duties of this line of progression;
8. Removing, installing, and repairing various parts, materials and components as required due to accident, corrosion damage, etc.;
9. Sanding, grinding, priming and filling surfaces for painting; removal of advertising, decals and any corrosion; and
10. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related in this line of progression.

B. Qualifications:

1. Must have necessary knowledge of tools, materials and equipment involved in all phases of this work and have proficiency, training or experience in the duties listed;

BODY MAINTENANCE “A” (cont.)

2. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
3. Must be thoroughly familiar with the operation of the Body Shop Areas and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority’s safety rules and regulations as applied to Body Shop operation, and with other rules and regulations of the Authority;
5. Must have an understanding of body construction and of the operation and assembly of various associated components;
6. Must be thoroughly familiar with all types of woodworking machinery located in the Body Repair Shop;
7. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
8. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

PAINTER CHIEF

A. Duties:

Under general guidance, in the shop and/or other locations, works with employees assigned to the Paint Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Occasionally performing painting operations on units of building and other property similar to this occupational classification;
8. Monitoring and maintaining adequate supply levels in the Paint Shop storage lockers; and
9. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel related to complete assigned task(s) as related to this line of progression.

B. Qualifications:

1. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
2. Must have knowledge and/or ability to perform all work in all classifications within the line of progression;
3. Must be thoroughly familiar with the operations and functions of the Paint Shop and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Paint Shop and with other rules and regulations of the Authority;

PAINTER CHIEF (cont.)

5. Must have the ability to carry through assignments to completion with minimal supervision;
6. Must have ability to layout work of others in a cooperative and professional manner;
7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list;
10. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification;
and
11. All general qualifications. Training will be provided for any tasks or duties new to this position.

PAINTER "A"

A. Duties:

Under general guidance, performs all types of painting and other related duties required on the maintenance of Authority equipment in the shop and/or other locations, removing components to gain access, performing duties, which include, but are not limited to:

1. Lettering and striping on vehicles, signs or the Authority's equipment;
2. Mixing and matching paints in accordance with prescribed instructions;
3. Properly caring for paint, equipment, tools and materials;
4. Masking parts and surfaces for stripe or color separation;
5. Spot corrosion removal with wire wheel, spot filling, sanding and priming in preparation for painting;
6. Sanding surfaces for painting and between coats;
7. Spraying or brush painting with Authority equipment;
8. Spraying or brush painting all types of removed parts;
9. Spraying or brush painting undercarriage equipment;
10. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
11. Performing general painting operations at various times to Authority tools, equipment, or structures, as directed;
12. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to this line of progression; and
13. Complying with all safety procedures, policies and practices.

B. Qualifications:

1. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
2. Must have experience or training performing high-grade paintwork and demonstrate proficiency in the duties listed;
3. Must be thoroughly familiar with the operation of the Paint Shop and its relationship to the requirements of the Authority;

PAINTER "A" (cont.)

4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to Paint Shop operation, and with other rules and regulations of the Authority;
5. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
6. All general qualifications. Training will be provided for any tasks or duties new to this position.

WELDER CHIEF

A. Duties:

Under general guidance, in the shop, on the road and/or other locations, works with employees assigned to the Welding Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Occasionally performing maintenance and repair work on units of building and other property similar to this occupational classification; and
8. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to and as related to this line of progression.

B. Qualifications:

1. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
2. Must have knowledge and/or ability to perform all work in all classifications within the line of progression;
3. Must be thoroughly familiar with the operations and functions of the Welding Shop and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Welding Shop and with other rules and regulations of the Authority;
5. Must have ability to carry through assignments to completion with a minimum of supervision;
6. Must have ability to layout the work of others in a cooperative and professional manner;

WELDER CHIEF (cont.)

7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification;
10. Must be familiar with computer programs and have working knowledge of the software programs required in this performance of duties of this classification;
11. Must have the necessary knowledge and ability to comprehend drawings, strength of materials and have proficiency in the duties listed;
12. Must be certified in Structural Steel by the American Welding Society. Structural Steel Standards D1.1 must be certified in Structural Steel by the American Welding Society. Structural Steel Standards D1.1 for 1/2" Plate Flat, Horizontal, and Vertical welding in the following category's GMAW (MIG), GTAW (TIG), SMAW (stick); and
13. All general qualifications. Training will be provided for any tasks or duties new to this position.

WELDER “A”

A. Duties:

Under general guidance, in the shop, on the road or other locations, performs all welding and cutting operations necessary in the maintenance of Authority equipment, performing duties, which include, but are not limited to:

1. Fabricating various pieces of apparatus required;
2. Cutting various metal parts of equipment and structural member as required;
3. Performing and various welding, cutting and filing operations as required; assessment and preparation of material as required;
4. Maintaining welding equipment and welding shop in good operating order;
5. Performing maintenance and repair work on units of buildings and property;
6. Assisting other lines of progression as required contingent on the workload of the welding shop (i.e. Body Shop, Facilities Maintenance, etc.);
7. Proper use of the Authority’s equipment, materials and supplies and notifying management of any defects;
8. Complying with all safety procedures, policies and practices; and
9. Performing other similar work within this line of progression, and running errands as required, such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to this line of progression.

B. Qualifications:

1. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
2. Must be competent in electric, MIG/TIG, and gas welding and have the necessary knowledge of metals used in this work and have demonstrated proficiency in the duties listed;
3. Must have training and/or work experience in all the types of welding performed at COTA;
4. Must be thoroughly familiar with the operation of the Welding Shop and its relationship to the requirements of the Authority;
5. Must be thoroughly familiar with the Authority’s safety rules and regulations as applied to Welding Shop operation, and with other rules and regulations of the Authority;

WELDER "A" (cont.)

6. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list;
7. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification;
8. Must have the necessary knowledge to comprehend drawings, strength of materials and have proficiency in the duties listed;
9. Must be certified in Structural Steel by the American Welding Society. Structural Steel Standards D1.1 must be certified in Structural Steel by the American Welding Society. Structural Steel Standards D1.1 for 1/2" Plate Flat, Horizontal, and Vertical welding in the following category's GMAW (MIG), GTAW (TIG), SMAW (stick). Persons bidding to Welding Shop or bumping back into Welding Shop must test to ensure AWS qualification; and
10. All general qualifications. Training will be provided for any tasks or duties new to this position.

UPHOLSTERY CHIEF

A. Duties:

Under general guidance, in the shop and/or other locations, works with employees assigned to the Upholstery Shop, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classifications in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Maintaining the inventory level of supplies in the Upholstery Shop;
8. Occasionally performing maintenance and repair work on units of building and other property similar to this occupational classification; and
9. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles and personnel related to complete assigned task(s) as related to this line of progression.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Must be thoroughly familiar with the operations and functions of the Upholstery Shop and its relationship to the requirements of the Authority;
3. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Upholstery Shop and with other rules and regulations of the Authority;
4. Must have ability to carry through assignments to completion with a minimum of supervision;
5. Must have ability to layout the work of others in a cooperative and professional manner;

UPHOLSTERY CHIEF (cont.)

6. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
7. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
8. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list; and
9. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

UPHOLSTERY REPAIR “A”

A. Duties:

Under general guidance, performs all aspects of upholstery work on Authority’s coaches and equipment in the shop and/or other locations, performing duties, which include, but are not limited to:

1. Installing, removing and repairing all seat covers and cushions or similar or related equipment;
2. Fabricating various accessories or parts as required;
3. Operating all types of upholstery repair machinery located in the shop;
4. Working with all types of material or fabric in repair, replacement and fabricating of various pieces of equipment;
5. Proper use of the Authority’s equipment, materials and supplies and notifying management of any defects; and
6. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles and personnel related to complete assigned task(s) as related to this line of progression.

B. Qualifications:

1. Must have the necessary training and knowledge of tools, materials and equipment involved in all phases of upholstery work and have proficiency in the duties listed;
2. Must be thoroughly familiar with the Authority’s practices and procedures in respect to the operation of the Upholstery Shop and its relationship to the requirements of the Authority;
3. Must be thoroughly familiar with the Authority’s safety rules and regulations as applied to Upholstery Shop operation, and with other rules and regulations of the Authority;
4. Must have an understanding of materials associated with the work in the Upholstery Shop;
5. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA’s tool list; and
6. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

STOREKEEPER CHIEF

A. Duties:

Under general guidance, in the Storeroom, works with employees assigned to the Storeroom, performing duties, which include, but are not limited to:

1. Instructing and training classified employees;
2. Laying out work in accordance with the respective classification in this line of progression;
3. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
4. Complying with all safety rules and regulations;
5. Making recommendations as to improved, up-to-date methods and procedures;
6. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
7. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to this line of progression; and
8. Handling and completing records and paperwork required for work s/he performs.

B. Qualifications:

1. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
2. Must be thoroughly familiar with the operations and functions of the Storeroom and its relationship to the requirements of the Authority;
3. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Storeroom and with other rules and regulations of the Authority;
4. Must have ability to carry through assignments to completion with a minimum of supervision;
5. Must have ability to layout the work of others in a cooperative and professional manner;
6. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;

STOREKEEPER CHIEF (cont.)

7. Must be able to comprehend, interpret and explain written instructions for the utilization of tools and equipment, Authority bulletins, and safety publications and postings;
8. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification; and
9. All general qualifications, with the exception of a Commercial Driver's License. Training will be provided for tasks or duties assigned to this position as needed.

STORES “A”

A. Duties:

Under general guidance, in the Storeroom and other locations, receives, records, stocks and dispenses items pertaining to Authority equipment, parts and supplies, performing duties, which include, but are not limited to:

1. Inspecting, processing and stocking materials from vendors, including removal from loading dock area, placement in assigned storage areas and unloading Authority's vehicles;
2. Dispensing supplies to all prescribed locations within the Authority on the following priority basis: coach work in progress (coach down), shop stock replenishment, stationary, office or administrative items, housekeeping supplies;
3. Performing other similar work within this line of progression and running errands as required such as transporting parts, vehicles, and personnel needed to complete assigned task(s) as related to this line of progression;
4. Packing for shipment and shipping items for return to vendors, warranty rework, etc.;
5. Measuring, recording and reporting levels of consumable supplies;
6. Processing freight bills for payment by Finance Department;
7. Performing other similar work within this line of progression;
8. Proper use of the Authority's equipment, materials and supplies and notifying management of any defects;
9. Complying with all safety procedures, policies and practices; and
10. Handling and completing records and paperwork required for work s/he performs.

B. Qualifications:

1. Must have knowledge of and be familiar with the operation of the Storeroom including the flow of materials and supplies, and associated administrative procedures and have proficiency in the duties listed;
2. Must be thoroughly familiar with the Authority's practices, procedures and regulations as applied to Storeroom operation and its relationship to the requirements of the Authority;
3. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to Storeroom operation, and with other rules and regulations of the Authority;

STORES “A” (cont.)

4. Must be familiar with computer programs and have working knowledge of the software programs required in the performance of duties of this classification;
and
5. All general qualifications, with the exception of a Commercial Driver’s License. Training will be provided for tasks or duties assigned to this position as needed.

GENERAL UTILITY CHIEF

A. Duties:

Under general guidance, in the shop, on the road and/or other locations, works with employees assigned to the Facilities area, performing duties, which include, but are not limited to:

1. Instructing and training Facilities classified employees in aspects of facilities maintenance;
2. Performing the more complex technical jobs required and/or assisting with the larger and more difficult operations;
3. Proper use of the Authority's vehicles, equipment, materials and supplies and notifying management of any defects;
4. Procuring goods related to the facilities trade, following the governing procedures;
5. Performing classified work within this line of progression;
6. Performing maintenance and repair work on units of building and property similar to this classification;
7. Complying with all safety rules and regulations; and
8. Making recommendations as to improved, up-to-date methods and procedures.

B. Qualifications:

1. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
2. Must have knowledge and/or ability to perform all work in all classifications within this line of progression;
3. Must be thoroughly familiar with the operations and functions of the Facilities Department and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to the Facilities Department and with other rules and regulations of the Authority;
5. Must have the ability to carry through assignments to completion with minimal supervision;
6. Must have the ability to explain work to others in a cooperative and professional manner;

GENERAL UTILITY CHIEF (cont.)

7. Must have the ability to analyze and diagnose difficulties and take necessary corrective measures;
8. Must be able to comprehend, interpret and explain Authority bulletins, written instructions and work orders for the utilization of tools and equipment, and safety publications and postings;
9. Must possess the proper tools that are required to perform the duties of this classification as identified on COTA's tool list; and
10. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.

FACILITIES MAINTENANCE UTILITY “A”

A. Duties:

Under general guidance using established industry standards and practices, performs maintenance work in and around Authority facilities, performing duties, which include, but are not limited to:

1. Performing preventative and routine maintenance, repairs, replacement and installation of all facilities systems, hardware, and equipment as needed within qualifications;
2. Following comprehensive work orders and operational logs for all assignments as directed, and performing errands and deliveries to support above functions;
3. Performing concrete work including: site preparation, form setup, prep, finishing of pads, for concrete repairs and new installations;
4. Complying with all safety rules and regulations;
5. Responsible for the proper use of the Authority’s vehicles, equipment, materials and supplies and notifying management of any defects. Equipment care includes the preparation, functional use, operational adjustments such as sharpening, tuning, lubrication, cleaning and proper storage;
6. Performing routine electrical, plumbing and other maintenance and general construction work within capabilities and training limitations, motor maintenance and replacement, repairing existing wiring, replacing fuses and circuit breakers, troubleshooting electric circuits, clearing drains, piping, sheet metal, and carpentry and the proper operation of tools required for these skills;
7. Performing soldering and acetylene cutting with Authority supplied equipment on the Authority’s facilities to perform the duties of this line of progression;
8. Responsible for snow and ice removal including: plowing, spreading salt on parking lots, driveways and other designated locations with trucks when needed to include loading and unloading salt;
9. Procuring goods related to the facilities trade, following the governing procedures;
10. Keep work area in a clean safe and professional manner;
11. Will use heavy equipment, i.e. man lift, skid loader, bulldozers and backhoe;
12. Performing maintenance on bus stop signs, bus routes, shelters, park and rides, and related assets to include: replacement, repair, installation, removal, glass repairs, bus route information and inspections of same; and
13. Performing similar work in this line of progression.

FACILITIES MAINTENANCE UTILITY “A” (cont.)

B. Qualifications:

1. Employees who successfully pass the pre-qualification test are qualified to bid on vacant positions;
2. Must demonstrate proficiency in the basic skills necessary to perform the duties listed above;
3. Must be thoroughly familiar with the Authority's practices and procedures in respect to the operation of Facilities Maintenance and its relationship to the requirements of the Authority;
4. Must be thoroughly familiar with the Authority's safety rules and regulations as applied to Facility Maintenance operations and with other rules and regulations of the Authority;
5. Must have the ability to carry through assignments to completion with limited supervision;
6. Must have the ability to recognize classification related difficulties and take necessary corrective measures to facilitate completion of assignments;
7. Must possess and be able to use the proper hand tools that are required to perform the duties of this classification, and possess the ability to operate equipment that is commonly used in the facilities trade as identified on COTA's tool list;
8. Refers to technical manuals, blueprints and electrical diagrams to obtain information necessary to make the correct repairs;
9. Ability to perform the job as required; and
10. All general qualifications. Training will be provided for tasks or duties assigned to this position as needed.