

Voluntary Action Center
Mechanic/Bus Operator Job Opening

Position: FT Mechanic / Bus Operator

Reports To: Maintenance Director / Dispatcher on Duty

Location/Department: Sycamore / Transportation

Schedule: Fulltime Schedule. Must be flexible. Weekend and evening hours will be expected.

Responsibilities: This position will split time between general mechanic / maintenance duties and public transit operator duties. General tasks include, but are not limited to:

- Assist other mechanics or perform moderate to complex overhaul and repair work on engines, transmissions, drive unit, brakes, suspension systems, hydraulic systems, fuel systems, cooling systems, alternators, electrical systems, instrumentations and other necessary power equipment.
- Conduct pre- and post-trip safety inspections, as well as monitor bus maintenance and cleanliness.
- Operate agency vehicles and equipment under varied environmental conditions at all times and places designated by the Operations Manager and/or dispatcher.
- VAC operators should have the physical ability to assist riders to and from the vehicle, if needed.
- Be able to properly secure passengers, including those passengers with assistive devices such as various mobility device restraints.
- Make road calls to service disabled vehicles
- Fill in for vehicle operators and drive routes as needed
- Practice safe work processes and contributes to the creation and maintenance of a safe working environment for self and others
- Respond to after hour emergencies as required
- Follows rules and regulations of the Agency
- Other duties as assigned

Education, Licensing, Certifications, Physical Requirements:

- Must be 21 years or older, good driving record
- Must have a valid CDL, or ability to acquire within 30 days of hire
- Passenger and air brake endorsements required, or ability to obtain within 30 days of hire
- Must meet medical requirements in accordance with FMCSR (49 CFR 391.41-391.49)
- High school diploma or equivalent required, Associate's Degree in related field and continued education and professional development highly desired.

Knowledge, Skills, and Abilities Required:

- Excellent verbal and written communication skills
- Excellent customer service and interpersonal skills
- Must demonstrate good judgment and solid problem solving skills
- Ability to be approachable and professional
- Ability to handle multiple tasks, be self-motivated, and well organized
- Ability to learn transit routes and schedules and adapt to changes

Application Deadline / Tentative Process Schedule: Interested individuals should submit a VAC employment application to HR@vacdk.com or 1606 Bethany Road Sycamore, IL 60178. Interviews will begin being schedule at the end of October.

VAC is a drug free workplace and an EOE.