



## **Full-Time Lead Fleet Technician**

### **\$500 New Hire Bonus\***

Newtrax is looking for a **Lead Fleet Technician** to keep our fleet safe, repaired and reliable for our drivers and riders and manage job tasks for mechanics. Successful candidates will be over the age of 23 with at least 5 years of mechanic and supervisory experience and/or certifications and basic tools.

#### **Benefits of working for Newtrax:**

- Medical, dental, vision, long-term disability, life insurance and PTO.
- Keep your nights and weekends!
- Uniforms Provided.
- Shop is well-equipped.
- Convenient location at 3700 Hwy 61, White Bear Lake.
- Retirement 403(B) Matching Program
- Salary range is \$28 - \$34 per hour, and the rate depends on certifications and experience.

#### **Job Activities:**

- Supervising job tasks of mechanics, inspect their work to ensure safety standards.
- Work on a fleet of vehicles primarily consisting of fifteen passenger lift equipped buses. Includes but not limited to: Preventative Maintenance procedures, Fluid changes as needed, Tire rotations, Break Repair and/or replacement, Ball Joint repair, Tune up, Repairs per Driver Vehicle Deficiency Report.
- Comply with applicable regulations of DOT and laws.
- Ensure vehicles are mechanically safe and ready for daily operations.
- Teach and train mechanic and mechanic assistants (4 staff members, 5 with lead technician).
- Work with the Executive Director on new customer intake and setting prices for both internal and external, invoices and billing, ordering parts, working with partners and their vehicles.
- Customer billing, work orders and other paperwork as needed.
- Willingly complete additional responsibilities as requested Transportation Manager or Executive Director.

#### **Knowledge and Skills:**

1. **Comfort with technology:** Be able to use a computer, navigate websites and enter data in to programs.
2. Knowledge of methods, tools and equipment of the trade.
3. **Problem Solving:** Using logic and reasoning to identify needs, perform tasks concurrently, and prioritize work tasks. As needed come up with alternative solutions, conclusions, or approaches to problems.
4. **Team Oriented:** Ability to get along and work with others.
5. **Customer Service:** Ability to consistently interact with people, vendors and partner organizations with respect and a helpful attitude across a wide range of circumstances.
6. **Communication:** Clearly and concisely describe conditions of vehicles and needs to key parties using multiple communication channels, i.e., ability to communicate to mechanics, drivers, vendors and partners what is needed and communicate when vehicle will be ready, writing emails and bills to customers.
7. Attention to detail.

#### **Qualifications:**

1. Be 23 years of age or older (insurance requirement) and have a valid state driver's license with a driving record clear of revocations, suspensions, and cancellations for the past five (5) years.
2. Five (5) years of supervisory experience and shop experience.
3. Have your own set of basic tools.
4. Light truck technician or bus training and five years of mechanical experience working on light to medium duty trucks or buses preferred.
5. Willingness and ability to upgrade skills to meet changing job conditions.
6. EPA Section 609 A/C Certification required on hire or able to demonstrate high knowledge and skill of troubleshooting AC.
7. ASE, lift and DOT Inspector certifications acquired or willing to acquire.
8. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work with exposure to inclement weather conditions for prolonged periods of time.
9. Must be able to wear and use appropriate protective equipment, as necessary.
10. Maintain First aid and CPR certificates, and a DOT medical certificate. No physical limitations in performing this job.

We are committed to Diversity and Inclusion. We have completed the Inclusive Workplaces Cohort with Ramsey County and working on a 5 year strategic plan to better understand and continue the work.

Newtrax is a nonprofit collaborative organization that provides daily transportation from home to work and back for over 600 adults with disabilities in the Northeast Metro. We own a fleet of more than 50 wheelchair accessible 14-passenger buses, what we use to provide the group ride transportation. We run our own dispatch center and maintenance garage. We reach out to help coordinate events with other employers, area faith communities, senior living communities and group homes where transportation is a barrier.

Key Words: Mechanic, Lead Mechanic, Technician, Fleet, Shop, Preventative Maintenance, Bus, Shuttle Bus, Non-CDL

\$500 sign-on bonus (\*\$250 after 30 days, \$250 after 60 days). Fill out an application on our website [www.newtrax.org](http://www.newtrax.org) or send an inquiry with your resume to [info@newtrax.org](mailto:info@newtrax.org) Newtrax is an equal opportunity employer. Pay range is \$28 - \$34 an hour, rate depending on certifications, skills and experience. For those offered employment, a drug screen is required.