

Attachment K

16126

King County Metro

Apprentice Mechanic Program - 2 Year Track



**Fleet Engineering
Vehicle Maintenance
King County Metro Transit
October 2006**

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**Apprentice Mechanic Program - 2 Year Track
Table of Contents**

<u>Article 1: Program Outline</u> 1	
1.1: Introduction	1
1.2: Program Goal	1
1.3: Program Explanation	1
1.4: Orientation	1
1.6: Education	1
1.7: Seniority	2
1.8: Working Hours	2
<u>Article 2: Screening and Recruitment</u> 3	
2.1: Screening Criteria	3
2.2: Selection Process	3
2.3: Program Entry	3
<u>Article 3: Apprentice Mechanic 2 Year Track Program Responsibilities and Requirements</u> 4	
3.1: Tools	4
3.2: Task Sheets	4
3.3: Task Hours	4
3.6: Class Attendance	4
3.7: Records	5
3.8: CDL	5
3.9: Certifications	5
3.11: Non compliance	5
<u>Article 4: Fleet Engineering Group Responsibilities</u> 6	
4.1: Work Assignments	6
4.2: Class Scheduling	6
4.3: Certifications and Required Classes	6
<u>Article 5: Program Coordinator Duties and Responsibilities</u> 7	
5.1: Records	7
5.2: Training/Supplemental Education	7
<u>Article 6: Base Supervisor, Chief and Lead Responsibilities</u> 8	
6.1: Hands-on Work	8
6.3: Evaluations	8
6.4: Certifications and Required Classes	8
6.5: Class Attendance	8
6.6: Work Status	8
6.7: Task Sheets	8
<u>Article 7: Performance Reviews</u> 9	
7.1: Performance Reviews	9
7.2: Performance Review Process	9
7.3: Review Results	9
<u>Article 8: Overtime</u> 10	
<u>Article 9: Wages</u> 11	
9.1: Step Placement	11
9.2: Wage Steps	11
<u>Article 10: Areas of Hands on Work</u> 12	
10.1: Components Required Task Hours	12

**Apprentice Mechanic Program - 2 Year Track
Table of Contents**

Article 11: Apprentice Mechanic Program -2 Year Track Data Base 13

11.1: Main Switchboard 13

11.2: Data Entry..... 14

11.3: View/Edit Data 15

11.4: View Report/Task Hours..... 16

Article 12: Forms 17

King County Performance Appraisal - Apprentice Mechanic – 2 Year Track 17

Job Description..... 18

Minimum Qualifications..... 19

Article 13: Task Sheets 20

Apprentice Mechanic Program – 2 Year Track

Article 1: Program Outline

1.1: Introduction

The King County Metro (KC Metro), Vehicle Maintenance Apprentice Mechanic Program - 2 Year Track provides Vehicle Maintenance the opportunity to hire mechanics with two years education but without practical hands-on shop experience.

1.2: Program Goal

- Hire individuals from community colleges with a certificate or AA degree in a heavy-duty diesel or automotive program.
- Provide the individual with the hands on skills needed to attain a journey level status.
- Provide a program custom tailored to meet the needs of KC Metro.
- Provide KC Metro a fully qualified transit mechanic upon program completion.

1.3: Program Explanation

1.3.1: The program will be open to all qualified applicants.

1.3.2: A public posting for available positions will include a job description and identify the minimum requirements for acceptance into the program. Candidates responding within the given time period will go through a recruitment process.

1.3.4: A Vehicle Maintenance Apprentice Mechanic will be subject to VM's Probationary Policy # 67. An apprentice mechanic who fails to complete the probationary period will be separated from employment as outlined in the probation policy.

1.3.5: The Apprentice Mechanic Program - 2 Year Track is a two-year program.

1.4: Orientation

In addition to the New Employee Orientation the apprentice mechanic will attend an orientation class outlining the program, safety procedures, classes, courses, certifications and other personnel policies.

1.6: Education

1.6.1: A Apprentice Mechanic applicant, at the time of application submittal, will be required to provide a sealed transcript from an approved or accredited college to King County Metro Human Resources Section (Transit HR) showing they have attained a minimum quarterly grade point average of 2.5 in all classes related to a heavy-duty diesel or automotive program. The date of graduation must be within the preceding 60 months of the application closing date.

1.6.2: King County Metro will conduct some in-house training. Additional training may include technical training not directly related to the equipment and/or machinery currently utilized by KC Metro. Non-technical training may or may not require documentation to prove competence. This training may be presented in-house or through contracted trainers.

Apprentice Mechanic Program – 2 Year Track

1.7: Seniority

1.7.1: Once a person is hired as an Apprentice Mechanic, he/she will be placed on the mechanic seniority list based upon the employee's starting date in the Apprentice Mechanic Program - 2 Year Track. Local 587 will determine seniority placement among mechanics.

1.7.2: During their time in the program, the Apprentice Mechanic s' name shall be printed on the mechanic seniority list to establish seniority. They will however show as "No Pick" on the seniority list until program completion. Work assignments, shift hours and worksite locations will not be subject to the pick process, but shall be assigned by King County Metro.

1.8: Working Hours

1.8.1: An Apprentice Mechanic will request time off work directly with their shift Chief.

1.8.2: If KC Metro calls an emergency, (snow schedule) the Apprentice Mechanic will work the same schedule as the mechanics at their base of assignment.

1.8.3: Overtime will be assigned in accordance with the labor agreement.

Apprentice Mechanic Program – 2 Year Track

Article 2: Screening and Recruitment

2.1: Screening Criteria

2.1.1: Recruitments will be posted and screened by Transit HR. The minimum criteria will be the same as the mechanic classification with the following exceptions:

- The applicant must have two years education and graduated from an accredited automotive or heavy-duty diesel program. The date of graduation must be within the preceding 60 months of the application closing date.
- A sealed college transcript must be provided to HR when the employment application is submitted.
- A minimum 2.5 GPA is required in all classes related to a heavy-duty diesel or automotive program.
- No hands on mechanical experience will be required prior to submittal of application

2.2: Selection Process

The selection process shall be conducted in accordance with Transit HR Vehicle Maintenance (VM) hiring guidelines.

- VM management sets the hiring qualification criteria.
- HR will apply the criteria to the application.
- All applicants passing the screening criteria will be given a written qualification test.
- Candidates who are successful on the written test will be invited to interview.
- The most competitive candidate(s) may be placed in the Apprentice Mechanic Program - 2 Year Track when KC Metro determines position openings are available. Additional candidates may be placed in a resource pool for future consideration.

2.3: Program Entry

Once selected, Apprentice Mechanics will be assigned a base location and work with Metro and base mechanics. An Apprentice Mechanic will receive both classroom and hands on training, working to complete tasks outlined in Article 13.

Apprentice Mechanic Program – 2 Year Track

Article 3: Apprentice Program – 2 Year Track Responsibilities and Requirements

3.1: Tools

3.1.1: An Apprentice Mechanic must be in possession of a minimum set of tools at the start of their program. The minimum set will be the same as required for a journey level mechanic and will be listed with the public job announcement. The minimum set of tools must be at the base of assignment within seven days from the date of hire.

3.1.4: An Apprentice Mechanic must obtain and maintain any additional tools necessary to perform the work corresponding to the level of his/her training, at his/her own cost.

3.2: Task Sheets

3.2.1: Each Apprentice Mechanic shall be responsible for the completion of the task sheets in Article 13.

3.2.2: Task sheets must be signed and completed by the Chief.

3.2.3: Task sheets must be completed reflecting a minimum of 500 hours each shake-up.

3.2.4: An Apprentice Mechanic will send copies of completed task sheets to Metro for review. Metro will review the task sheets and record the progress. If needed, Metro will meet with the Apprentice Mechanic to go over areas needing improvement.

3.3: Task Hours

3.3.1: It will be the daily responsibility of an Apprentice Mechanic to keep track of his/her task hours in the Apprentice Mechanic Database.

3.3.2: It is the responsibility of each Apprentice Mechanic to ensure that he/she has completed all of the hours required in each of the task sections. If there is a problem getting the appropriate training, it will be the responsibility of the Apprentice Mechanic to notify Metro or Supervisor of Fleet Engineering. Once the task hours in a section have been completed, the Apprentice Mechanic will move on to another system. They will be able to work on their own, under the supervision of a journey level mechanic or lead mechanic, on any system they have successfully completed.

3.5 Attendance:

3.5.3: An Apprentice Mechanic is subject to all attendance language in the labor agreement.

3.5.4: An Apprentice Mechanic will be responsible to inform Metro of any change in work status (OJI, Leave of absence, Long term illness, etc.).

3.6: Class Attendance

3.6.1: An Apprentice Mechanic will be required to attend and satisfactorily complete classroom assignments, safety training, and related state and/or federal certification classes as assigned by Metro or their Base Supervisor.

Apprentice Mechanic Program – 2 Year Track

3.7: Records

3.7.1: It is the responsibility of each Apprentice Mechanic to ensure that copies of certificates, transcripts and other training records are supplied to Metro for verification of training.

3.8: CDL

The Apprentice Mechanic is required to obtain and maintain a class "A" Commercial Drivers License ("CDL") with a passenger endorsement and air brake restriction removed. The license must be obtained within 90 days of hire, as outlined in VM policy #67 (probation) and VM policy #54 (CDL). Fleet Engineering will provide instruction to assist the Apprentice Mechanics in acquiring his/her class "A" CDL.

3.9: Certifications

It is the responsibility of an Apprentice Mechanic to maintain any required certifications and licenses.

3.11: Non compliance

An Apprentice Mechanic failing to comply with the requirements in Article 3 will be removed from the program.

Apprentice Mechanic Program – 2 Year Track

Article 4: Fleet Engineering Group Responsibilities

4.1: Work Assignments

Metro will assign the Apprentice Mechanic to a base. Metro will monitor the hours needed in each task and make work/base assignments accordingly. Metro, Chief and Lead Mechanic will be responsible for the hands on work assignments at the base. They will work together with the Apprentice Mechanic to keep him/her on track. When notified by the Apprentice Mechanic of a problem getting the appropriate hands-on training, Metro will make arrangements to ensure that hands-on training is provided on the required task.

4.2: Class Scheduling

4.2.1: Fleet Engineering will provide the Apprentice Mechanic with the necessary training courses. The Apprentice Mechanic and the shift chief will be notified of the upcoming class by a class enrollment notice.

4.2.2: Fleet Engineering will maintain a training database. All training will be documented and recorded. Training conducted by Fleet Engineering, colleges or outside contractors must be documented and entered in the database by Fleet Engineering. A hard copy of the completed tasks will be placed in the Apprentice Mechanic's personal file.

4.3: Certifications and Required Classes

Except for CDL, classes to maintain required certifications will be scheduled and provided by Fleet Engineering.

Apprentice Mechanic Program – 2 Year Track

Article 5: Program Coordinator Duties and Responsibilities

5.1: Records

Metro will be responsible for recording the following for each Apprentice Mechanic:

- Task sheets completed by the base chiefs.
- In house training.
- Assist in performance evaluations.
- Counseling sessions.

5.2: Training/Supplemental Education

Metro will be responsible for the program. These areas will include:

- Program development.
- Schedule base assignment.
- Selection of work assignments.
- Schedule course instruction when needed.

Apprentice Mechanic Program – 2 Year Track

Article 6: Base Supervisor, Chief and Lead Responsibilities

6.1: Hands-on Work

Metro, Chief and Lead Mechanic will be responsible for the hands on work assignments at the base. They will work together with the Apprentice Mechanic to keep the Apprentice Mechanic on track.

6.2: Apprentice Mechanic Database

The Chief and Lead Mechanic will work closely with Metro to ensure each Apprentice Mechanic fulfills the daily responsibility to keep track of his/her task hours in the Apprentice Mechanic database. In addition, they will schedule daily computer access with the Apprentice Mechanic for timekeeping.

6.3: Evaluations

The Chief will be responsible for completing probationary evaluations (as per VM policy #67) and performance evaluations (as per VM policy #72). All evaluations shall be placed in the Apprentice Mechanic's permanent file and a copy sent to Metro.

6.4: Certifications and Required Classes

It is the responsibility of the Chief to keep track of required certifications and renewals for the Apprentice Mechanic. When training is needed the Chief will notify Fleet Engineering.

6.5: Class Attendance

It is the responsibility of the Chief to ensure the Apprentice Mechanic's attendance at scheduled classes.

6.6: Work Status

The Chief will inform Fleet Engineering of any change in the Apprentice Mechanic's work status (OJI, Leave of absence, Long term illness, etc.).

6.7: Task Sheets

The Chief shall be responsible for completing task sheets as requested by the Apprentice Mechanic.

Apprentice Mechanic Program – 2 Year Track

Article 7: Performance Reviews

7.1: Performance Reviews

7.1.1: An Apprentice Mechanic will have a performance review by the base Chief before completing their probation, and thereafter on an annual basis following the same language as VM Policy #72. The purpose of this review is to ensure the Apprentice Mechanic is capable of performing adequately in the program and is on track for completing the requirements and timetables as set forth in the Apprentice Mechanic Program - 2 Year Track.

7.2: Performance Review Process

All performance reviews done by the base Chief will be placed in the Apprentice Mechanic's file as a permanent record of progress in the program.

If it is determined by Metro that an Apprentice Mechanic is not adequately performing his/her duties or is not on track for completing the requirements or timetables as set forth in the Apprentice Mechanic Program - 2 Year Track, Metro and the apprentice review committee will decide the appropriate action. Metro, the Base Supervisor and the Supervisor of Fleet Engineering will meet to discuss an appropriate course of action. Actions taken may include program and/or probation extension, or removal from the program. A person in the program who held status in other Local 587 positions may return to their old position. A person hired through outside recruitment may be terminated.

7.3: Review Results

Any action taken by Metro as a result of a performance review will be given to the Apprentice Mechanic in writing explaining the reasons why the action was taken.

Apprentice Mechanic Program – 2 Year Track

Article 8: Overtime

8.1: If qualified, the Apprentice Mechanic will be part of the mechanic seniority list when offering overtime. Refer to paragraph 1.8.3.

Apprentice Mechanic Program – 2 Year Track

Article 9: Wages

9.1: Step Placement

The Apprentice Mechanic will start at Step 1.

9.2: Wage Steps

An Apprentice Mechanic will have 2 wage step increments in accordance with the following wage table based on the mechanic classification.

Following entrance into the program:

First 12 months @ Step 1

Second 12 months @ Step 2

Upon satisfactory completion of all program requirements, the Apprentice Mechanic will be placed at step 3 of the pay range as a journey level mechanic. Progression through remaining steps will follow language outlined in the labor agreement.

Apprentice Mechanic Program – 2 Year Track

Article 10: Areas of Hands on Work

10.1: Components Required Task Hours

An Apprentice Mechanic will enter a specific area of study. They will be assigned to a base and work with a mechanic or a lead mechanic at the base. The minimum hours worked in each task area shall be as listed below. Metro may adjust minimums only if there is not an availability of related work. The Apprentice Mechanic will be informed of this decision. The focus at all times is to ensure a well-rounded education.

DRAFT – example only

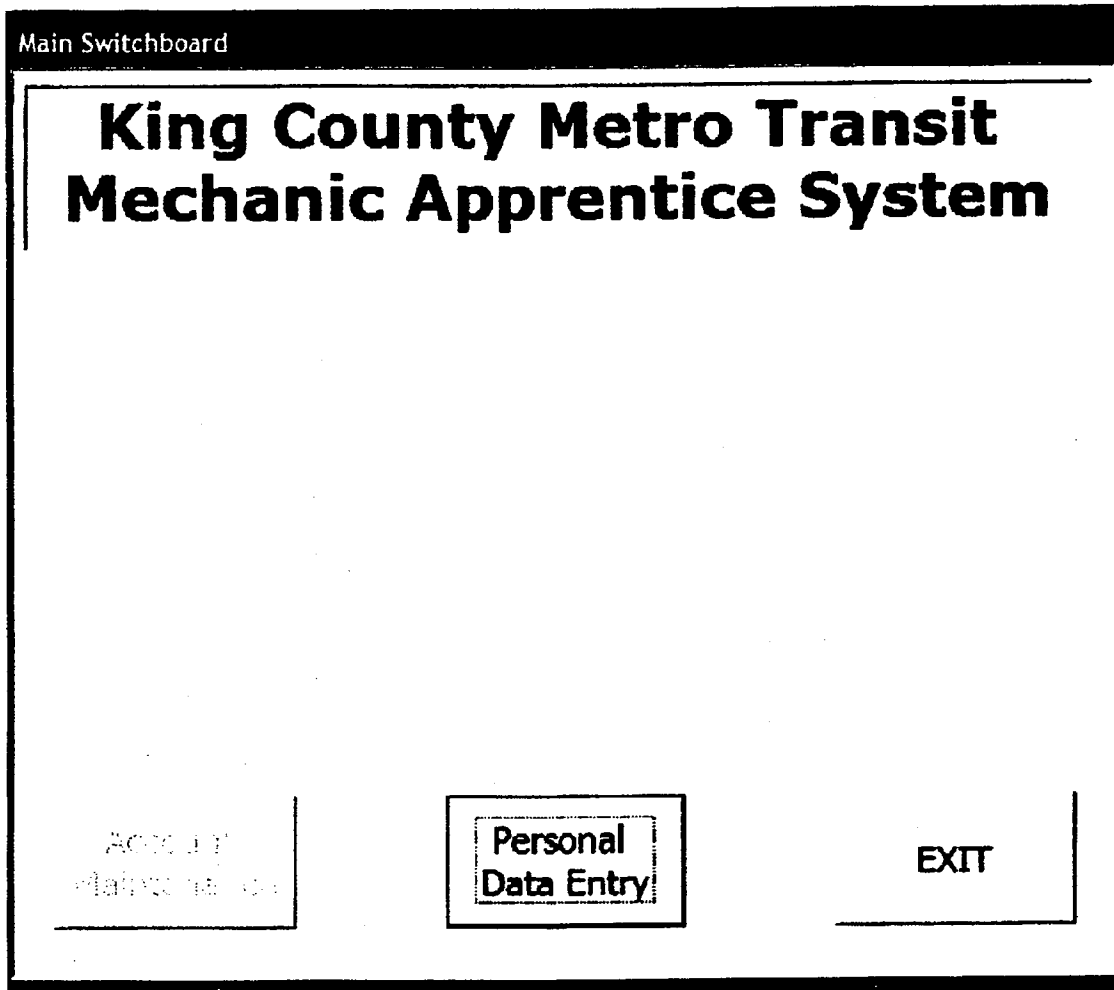
<i>Component Supply Center</i>	<i>Minimum Hours</i>	<i>Complete</i>	<i>Remaining</i>
Air Components Rebuild	80	0	80
Differential Rebuild	80	0	80
Electric Shop	280	0	280
Engine Rebuild	400	0	400
Fuel Pumps / Injectors	80	0	80
Machine Shop	80	0	80
Radiator Shop	16	0	16
Transmission Rebuild	440	0	440
<hr/>			
<i>Diesel Coach Fleet</i>	<i>Minimum Hours</i>	<i>Complete</i>	<i>Remaining</i>
Charging and Starting Systems	120	0	120
Engine T/S and Repairs	200	0	200
Inspections	200	0	200
Transmission T/S and Repair	120	0	120
<hr/>			
<i>General Coach Repair</i>	<i>Minimum Hours</i>	<i>Complete</i>	<i>Remaining</i>
Air and Brakes	640	0	640
Alignment and Suspension	160	0	160
Axles, Differentials and Drivelines	160	0	160
HVAC	200	0	200
Low Voltage Electrical	400	0	400
Miscellaneous Repair	400	0	400
Road Calls and Wrecker	80	0	80
Wheelchair Lift	240	0	240
<hr/>			
<i>Trolley Coach Fleet</i>	<i>Minimum Hours</i>	<i>Complete</i>	<i>Remaining</i>
Current Collection	120	0	120
Driver Training	24	0	24
High Voltage / Propulsion	360	0	360
Inspections	200	0	200

Apprentice Mechanic Program – 2 Year Track

Article 11: Apprentice Mechanic Data Base

11.1: Main Switchboard *[Example shown below]*

A Apprentice Mechanic database is used to keep track of the person's time in each task area. Each Apprentice Mechanic will receive an access disc and a password. After logging on with the correct password, the switchboard screen below will appear.



After clicking on the personal data entry button the screen on the next page will appear.

Apprentice Mechanic Program – 2 Year Track

11.2: Data Entry [*Fleet Engineering needs to redo screen names.*]

The employee ID and name fields will be filled automatically. A category is selected from the drop down list. A task is selected in the same manner. Today's date will automatically fill the date field, but can be highlighted and changed as needed. The hours worked on the task will be entered in the "hours" field. The process can be repeated for each task area worked in on a given date. The View/Edit Data and the View Report buttons will bring up the screens shown on the following pages. The Switchboard button will bring the switchboard screen back.

Apprentice Data Entry

Employee ID:

Name:

Category:

Task:

Date:

Hours:

Minimum Task Hours:

Hours Completed:

Hours Left:

Record: of 1

Apprentice Mechanic Program – 2 Year Track

11.3: View/Edit Data

The View/Edit Data screen shows each entry as a line item. This screen is a multiple page consecutive list and can be used to confirm or edit an entry. If a mistake is made, the Apprentice Mechanic can highlight a line item by clicking in the gray column at the left and delete it. They can then move back to the Data Entry screen and re-enter the item. Moving back from this screen is accomplished by clicking on the X in the gray box. Be careful not to click the X in the red box, as it will close the entire program.

EmployeeID	Category	TimeCode	TaskCode	Date	Hours
	General		13	5/21/2003	1
	Diesel		10	5/21/2003	2
	General		17	5/21/2003	4.5
	General		18	5/21/2003	0.5
	General		19	5/20/2003	0.5
	Trolley		24	5/20/2003	1.5
	Diesel		11	5/20/2003	6
	General		14	5/19/2003	1
	Trolley		24	5/19/2003	1.5
	Diesel		11	5/19/2003	6.5
	General		18	5/19/2003	1.5
	General		13	5/19/2003	5.5
	General		13	5/16/2003	1
	Diesel		10	5/16/2003	0.5
	General		17	5/16/2003	2
	General		16	5/16/2003	1
	General		13	5/16/2003	1
	Trolley		21	5/16/2003	4
	CSC		1	5/16/2003	8
	Off	SL		5/16/2003	8
	Diesel		11	5/16/2003	6.5
	CSC		2	5/15/2003	8
	General		14	5/15/2003	1.5
	General		17	5/15/2003	2
	General		13	5/15/2003	3.5
	General		18	5/15/2003	1
	Off	SL		5/15/2003	8
	General		16	5/15/2003	2
	Trolley		21	5/15/2003	4
	Trolley		23	5/15/2003	2
	General		13	5/15/2003	8
	Diesel		10	5/14/2003	4
	Trolley		23	5/14/2003	3
	General		13	5/14/2003	2
	General		20	5/14/2003	1.5
	Trolley		21	5/14/2003	1.5

Record: 14 of 9768

From the switchboard, the View Report button will bring up the screen shown on the next page.

Apprentice Mechanic Program – 2 Year Track

11.4: View Report/Task Hours *[Will be modified to reflect correct tasks and hours.]*

The View Report screen shows each category and task. Hours for each task are shown in three columns:

- Minimum Task Hours – Total hours needed in task area.
- Hours Completed – Hours completed in task area.
- Hours Left – Hours left to meet minimum in task area.

The Task “hours” columns are automatically updated each time an entry is made.

TASK HOURS			
<i>Tuesday, March 18, 2003</i>			
<i>EmployeeName: Igo, Ken</i>		<i>EmployeeID: 98765</i>	
<hr/>			
Component Supply Center	Minimum Hours	Complete	Remaining
Air Components Rebuild	80	0	80
Differential Rebuild	80	0	80
Electric Shop	280	0	280
Engine Rebuild	400	0	400
Fuel Pumps / Injectors	80	0	80
Machine Shop	80	0	80
Radiator Shop	16	0	16
Transmission Rebuild	440	0	440
<hr/>			
Diesel Coach Fleet	Minimum Hours	Complete	Remaining
Charging and Starting Systems	120	0	120
Engine T/S and Repairs	200	0	200
Inspections	200	0	200
Transmission T/S and Repair	120	0	120
<hr/>			
General Coach Repair	Minimum Hours	Complete	Remaining
Air and Brakes	640	0	640
Alignment and Suspension	160	0	160
Axles, Differentials and Drivelines	160	0	160
HVAC	200	0	200
Low Voltage Electrical	400	0	400
Miscellaneous Repair	400	0	400
Road Calls and Wrecker	80	0	80
Wheelchair Lift	240	0	240
<hr/>			
Trolley Coach Fleet	Minimum Hours	Complete	Remaining
Current Collection	120	0	120
Driver Training	24	0	24
High Voltage / Propulsion	360	0	360
Inspections	200	0	200
<hr/>			

Apprentice Mechanic Program – 2 Year Track

Article 12: Forms



King County Performance Appraisal - Apprentice Mechanic

Employee Name: _____
 SSN: _____
 Department/Division: Transportation/Vehicle Maintenance
 Job Title: Apprentice Mechanic
 Job Class Number: 7503
 Hire Date: _____
 Rating Period (to/from dates): _____
 Please check appropriate box: 3 Month 5 Month Tri-annual

1 Criteria Letter	2 Weight	3 Rating	4 Score (2x3)	Criteria and/or Comments
A	2		0	Demonstrates thorough job knowledge and technical competence:
B	2		0	Demonstrates skill in use of tools and equipment as needed:
C	1		0	Demonstrates and practices good safety awareness:
D	3		0	Is dependable, reliable and practices good attendance habits:
E	2		0	Gathers and uses information effectively:
F	3		0	Provides a quality work product:
G	2		0	Demonstrates initiative, problem solving skills and a strong willingness to learn:
H	1		0	Effectively communicates both orally and in writing:
I	2		0	Meets deadlines and produces more than adequate quantity of work:
J	1		0	Practices a cost effective management of resources:
K	2		0	Makes decisions and/or recommendations within the scope of the position:
L	3		0	Demonstrates values and workplace behaviors expected toward coworkers:
				Performance Score:
Total	24	0	0	0
Performance Score = Total Score of Column 4 divided by Total Weight of Column 2				

Apprentice Mechanic Program – 2 Year Track

Apprentice Mechanic Job Description

REPORTS TO

Chief of Vehicle Maintenance
Mechanic Metro, or
Lead Mechanic

BASIC FUNCTION

Serve as an Apprentice Mechanic performing and assisting in the maintenance of all KC Metro buses and associated equipment. Perform increasingly more responsible bus and component repair duties under the close supervision of experienced mechanics. Install bus accessories and auxiliary parts. Perform routine adjustments on bus equipment. Participates in training classes related to this trade. Do related work as required.

DUTIES AND RESPONSIBILITIES

An Apprentice Mechanic will assist mechanics in the diagnosis, disassembly, repairing and reassembling of engines, transmissions, differentials, brakes, heads, blowers, injectors, and other mechanical equipment.

An Apprentice Mechanic may be assigned to auxiliary areas such as the air room and the electronic shops where he/she will learn basic skills and other bus repairs. Other phases of training will be in the service and inspection pits under the guidance of a certified mechanic inspector.

An Apprentice Mechanic will learn to operate a variety of power hand tools, as well as operate gas, diesel, and electrically powered vehicles.

An Apprentice Mechanic will complete and pass all related supplemental training classes, seminars, courses and other tests as determined by Metro.

An Apprentice Mechanic will input and extract data using a computer terminal as required.

Perform other related duties as assigned.

Apprentice Mechanic Program – 2 Year Track

Minimum Qualifications

EDUCATION

Applicants must be at least 18 years of age at the time of hire. The ability to read, write, and understand English and Math is required. An Apprentice Mechanic will be required to provide a sealed transcript from an approved or accredited college to Transit HR. They must have attained a minimum quarterly grade point average of 2.5 in all classes related to a heavy-duty diesel program.

The date of graduation must be within the preceding 60 months of the application closing date.

OTHER REQUIREMENTS

Must be able to pass the required physical examination prior to employment. Must have a Washington State driver's license. Within the first 90 days from their initial date of entering the program the Apprentice Mechanic must obtain a class A CDL. For continued employment, he/she must be able to pass KC Metro's transit coach operation-training program and meet all current and future KC Metro licensing requirements.

KNOWLEDGE

The job requires the ability to read, write, and understand English and Math. The ability to learn to operate a variety of power and hand tools is required.

PHYSICAL

The job requires considerable physical skill and sustained periods of physical effort. The position requires heavy lifting, with assistance, of up to 100 pounds.

INTERPERSONAL

The job requires ordinary conversational skills and courtesy, and the ability to exchange or provide routine information. Contacts are primarily with other KC Metro personnel.

ENVIRONMENT

Work is performed in a shop environment with exposure to high noise levels, oil, grease, bus fumes and other hazards. Work is often performed in cramped or awkward positions.

RESPONSIBILITY

The Apprentice Mechanic is responsible for progressively developing skills for the safe and proper care and maintenance of assigned KC Metro equipment. The Apprentice Mechanic is also responsible for the timely completion of supplemental courses and classes assigned during training.

Apprentice Mechanic Program – 2 Year Track

Article 13: Task Sheets

<u>Task</u>	<u>Section</u>
<i>Left Blank</i>	1
Brakes and Air System	2
Electric Shop	3
Electronics	4
Engine	5
General Maintenance	6
Heating and Ventilation	7
Inspection Procedures	8
Machine Shop	9
Steering and Suspension	10
Transmission	11
Trolley Maintenance	12
Wheelchair Lift	13
Wrecker Calls	14