

Capital Area Rural Transportation System (CARTS)
Headquarters Office: 5300 Tucker Hill Lane
Cedar Creek, TX 78612
www.RideCARTS.com

*CARTS provides transportation services in nine Texas counties surrounding the capital city:
Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Travis, and Williamson.*

CARTS is a public agency, a transportation district.

Job Posting

Position: Vehicle Maintenance Coordinator	Opening Date: January 22, 2018
Wage: To be determined	
Work Location: Cedar Creek	Closing Date: February 9, 2018 or until filled

This position requires a CDL Driver License.

Position Summary

Assists the Vehicle Maintenance Center in retrieving and exchanging vehicles in need of repair and maintenance.

Work Schedule

Full-time position; Monday - Friday

Regular hours 8:00 a.m. - 5:00 p.m., however hours may vary and the employee in this position will be on-call and needed to assist outside of the standard hours (overtime pay permissible)

Wage

To be determined.

Full-time employees (40 hours per week) receive medical, dental, and life insurance at no cost. Additional benefits offered, including retirement plan.

Qualifications

- High School Diploma or GED (preferred)
- State of Texas Commercial Driver License (Class B or A) with Air Brakes Endorsement
- Basic level of automotive mechanical knowledge
- Must pass a drug test
- Must have a good driving record (three-year record with no more than two violations)
- Must pass a criminal background check

Physical Requirements:

- Ability to work with your hands
- Ability to lift at least 50 pounds
- Ability to work outdoors during all weather conditions

Required Knowledge, Skills, Abilities

- Communication skills (English), verbal and writing, with ability to fill-out written reports.
- Ability to use local or regional geographic knowledge to locate addresses, and ability to read maps.
- Ability to accurately follow instructions.
- Ability to modify work plans and adapt to changing priorities.
- Ability to work independently and proactively.

Summary of Functions and Responsibilities

1. Assists with planning the coordination of vehicle movement across the service region for vehicle maintenance purposes.
2. Verifies that vehicles have been repaired and are ready for service and to be moved.
3. Ensures that travel in the service region is conducted with the necessary supplies on-hand, including basic and potentially needed items for performing on-the-road vehicle service and repairs.
4. Assists with instructing Drivers about vehicle mechanics and pre-trip inspection.
5. Reports to work beyond standard hours (on-call) as dictated by operational needs.
6. Performs other duties as assigned.
7. Drives and parks vehicles as needed. Performs vehicle shuttle tasks efficiently and promptly, organizing travel across the service region in a logical manner.
8. Uses good reasoning and sensibleness regarding safety; Informs supervisor of any observed safety hazards.
9. Performs mechanical tasks such as checking and replenishing fluids, jump-starting engines, replacing batteries, and other minor repairs.
10. Uses mechanical knowledge to inspect and make judgments on vehicle malfunctioning; Makes decisions regarding the safeness of driving vehicles.
11. Employs initiative to support the work of the Vehicle Maintenance Center providing assistance where needed.
12. Maintains contact with supervisor and others by radio or phone.
13. Effectively communicates with staff and relays information or instructions to fellow employees as necessary.

Application Procedure

❖ Obtain a CARTS application:

- Applications can be printed from: www.RideCARTS.com/about/employment
- The Cedar Creek location is under construction. Applications are available at the CARTS stations in Bastrop, Georgetown, and San Marcos (as well as other locations).
- An application can be mailed to you by calling 512-505-5671. You may leave a message for an application- please leave a slow and clear message spelling your name, spelling the street address, and include the city and zip code. An application will be promptly mailed to you.

❖ Mail your completed CARTS application to:

**CARTS
PO Box 6050
Austin, TX 78762**

faxes are currently being accepted due to the construction
at our new headquarters location (Cedar Creek)
FAX: 512-478-1110