



**METROPOLITAN TRANSIT AUTHORITY OF
HARRIS COUNTY**
invites applications for the position of:

Bus Operator (Part-Time)

SALARY: Not Displayed

OPENING DATE: 04/07/17

CLOSING DATE: Continuous

BASIC FUNCTIONS:

Under general supervision, the Part-Time Bus Operator operates METRO buses to transport passengers over specified routes to local or distant points according to time schedules, charters, and special services. Part-Time Bus Operators are expected to interact with passengers in a professional, courteous and helpful manner as well as perform pre-trip inspections of assigned bus. Part-Time Bus Operators should clearly understand the requirements for the job as stated on this job description, job posting, Labor Agreement, Employee Performance Codes and Work Rules. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

RESPONSIBILITIES AND SPECIFIC DUTIES:

- Upon hire Part-Time Bus Operators report to one of METRO's five (5) facilities based upon the staffing needs of the facilities at the time of graduation. Part-Time Bus Operators will remain at the assigned facility for six (6) months unless there is a general sign-up or whichever occurs first. Part-Time Bus Operator shifts vary and may work holidays and weekends.
- Operates METRO buses to transport passengers safely and courteously over specified routes to local or distant points according to time schedules, and special services in accordance with METRO's policies and procedures.
- Picks up Bus Operator supplies (i.e. route signs, defect cards, etc.) before starting scheduled and unscheduled work assignments.
- Inspects METRO bus equipment including wheelchair lift, bus radio system for defects and makes records of any defects on defect cards. Reports any malfunctions of the bus radio system to Bus Controller.
- Deposits all temporary route signs, passenger count cards, defect cards, communication devices, schedules, public guides, etc. in proper receptacles.
- Follows parking instructions and procedures upon returning Authority vehicles to garage facility, relief point and other designated locations.
- Signs on and off the fare box, radio and other equipment as needed.
- Complies with ADA requirements in delivering services.
- Regulates heating, lighting and ventilating systems for passenger comfort.
- Complies with local traffic regulations.
- Follows procedures for the collection and processing of fares and counting passengers.
- Reports and properly follows up on all accidents or unusual incidents in and on, or near METRO buses.
- Adheres to and remains in compliance with METRO's Uniform Policy.
- Maintains DOT card as required by METRO.
- Adheres to the Labor Agreement, Employee Performance Code and Work Rules.
- Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

High School Diploma or GED is required or obtain one within two (2) years of hire date.

A minimum of three (3) years of general work experience which includes driving experience, customer service experience is required. A minimum of two (2) years of continued employment in a direct public contact position is preferred. Work history will be verified in the states and county that the applicant has lived or worked.

Applicants must successfully complete and pass: a pre-employment performance evaluation, Department of Transportation (DOT) physical, drug/alcohol screen, background investigation and pre-employment assessments and tests. A current CDL is preferred and must have or be able to obtain a valid Texas Driver's License and subsequently obtain and maintain a TX Class B CDL. Bilingual ability is a plus.

: Applicants must be a minimum of 21 years of age and have been a valid licensed driver for at least three (3) years.

Disqualifying Criteria: Two or more DUI or DWI convictions with no time limit; any DUI or DWI convictions within the preceding three (3) years; invalid, suspended, or revoked drivers' license and no more than two (2) moving violations in the past three (3) years. No job related felony/misdemeanors. Criminal convictions are reviewed on a case by case basis and the job relatedness is determined by METRO. METRO will not accept former First Transit employees that have been separated from First Transit less than 12 months.

ADDITIONAL INFORMATION:

The Metropolitan Transit Authority of Harris County, Texas has a zero tolerance drug and alcohol policy for all employees. All internal and external applicants will be required to undergo drug testing before employment and will be subject to further drug and/or alcohol testing throughout their employment.

Further, employees who perform safety-sensitive functions will submit to drug and/or alcohol testing in accordance to the Department of Transportation (DOT) and the Federal Transit Administration (FTA) regulatory requirements.

We provide equal opportunity to all qualified individuals regardless of race, color, religion, age, sex, national origin, veteran status, genetic information or disability.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ridemetro.org/Opportunities/Jobs>

Position #4001
BUS OPERATOR (PART-TIME)
AA

1900 Main
Houston, TX 77002
(713) 739-4953

HRStaffing@ridemetro.org



**METROPOLITAN TRANSIT AUTHORITY OF
HARRIS COUNTY**
invites applications for the position of:

**Licensed Maintenance
Mechanic (Electrician)**

SALARY: Not Displayed

OPENING DATE: 05/12/17

CLOSING DATE: Continuous

BASIC FUNCTIONS:

Install, repair, trouble shoot, perform alterations to all electrical systems, equipment, fixtures and controls at all METRO facilities and properties. Perform General Maintenance to all systems within Facilities Maintenance. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

RESPONSIBILITIES AND SPECIFIC DUTIES:

Climbs ladders, scaffolds and works out of scissor and bucket lifts to perform installations, repairs, trouble shooting and alterations to all electrical systems, circuits, controls, and equipment.

Reads and follows work orders as assigned. Determine and submit material equipment requirements.

Reads, interprets electrical schematic blue prints, diagrams and control circuits.

Cleans, services, and maintains switch gear equipment, motor control panels, electrical equipment and motors.

Lubricates, cleans, services and maintains electrical tools. Cuts, measures and threads conduits. Makes bends and offsets.

Able to solder and splice all types of wiring and electrical devices.

Notifies supervisor of malfunctioning equipment.

Assists other trades and moves equipment as may be required.

Follows established safety practices and procedures around electrical systems and equipment using high ampere, voltage and shop equipment.

Must be available for all emergencies, required overtime, varied work schedules and shifts.

Maintains inventory of electrical supplies, tools and equipment.

Cleans assigned areas equipment.

Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.

Performs other duties as required.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

High school diploma or equivalent

Five (5) years experience in trade as Maintenance Electrician or Journey Electrician.

Valid State of Texas Drivers License. Valid City of Houston Electrical Maintenance License or State of Texas Journeyman Electrician License. Knowledge of national/city electrical codes. Knowledge of AC and DC circuits. Familiar with Operation of hi range bucket trunk. Able to complete/fill-out written reports, records and forms. Able to maintain and/or obtain additional licensing or certifications as required.

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Further, employees who perform safety-sensitive functions will submit to drug and/or alcohol testing in accordance to the Department of Transportation (DOT) and the Federal Transit Administration (FTA) regulatory requirements.

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Position #4031
LICENSED MAINTENANCE MECHANIC (ELECTRICIAN)
AA

1900 Main
Houston, TX 77002
(713) 739-4953

HRStaffing@ridemetro.org



**METROPOLITAN TRANSIT AUTHORITY OF
HARRIS COUNTY**
invites applications for the position of:

Licensed Maintenance Mechanic (Plumber)

SALARY: Not Displayed

OPENING DATE: 07/05/17

CLOSING DATE: Continuous

BASIC FUNCTIONS:

Installs, repairs, troubleshoots, and performs alterations to all plumbing systems, equipment, fixtures and controls at all METRO facilities and properties. Perform General Maintenance to all systems within Facilities Maintenance. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

RESPONSIBILITIES AND SPECIFIC DUTIES:

- Required to perform installations, repairs, trouble shooting, and alterations to all plumbing, heating process, piping, sprinkler and stand pipe systems, production equipment, pumps and back flow devices.
- Reads and interprets plumbing and piping prints, schematics and diagrams.
- Completes and submits material and equipment requirements.
- Cleans, maintains, and services sanitary and storm system sumps, drains, waste lines, lift stations and waste treatment plants.
- Performs preventive maintenance on assigned equipment.
- Utilizes pressure testing equipment, gauges, thermometers and other instruments.
- Able to solder, braze, weld, cut, and thread all types of piping and tubing.
- Notifies supervisor of malfunctioning equipment.
- Assists other trades and moves equipment as required.
- Maintains inventory of plumbing supplies and equipment.
- Must be available for emergencies, required overtime, varied work schedules and shifts.
- Cleans assigned areas and equipment.
- Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Performs other duties as required.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

High school diploma or equivalent. Minimum of five (5) years experience as a Plumber.

An equivalent combination of related education and experience may be substituted for the above stated minimums excluding High School Diploma, GED, Licenses, or Certifications.

Valid State of Texas Drivers License. Valid State of Texas Journeyman Plumber License. Good working knowledge of plumbing codes. Able to complete/fill-out written reports, records and forms. Able to maintain and/or obtain additional licensing or certifications as required.

A Motor Vehicle Record (MVR) check is required prior to the placement of any individual in a position that requires the operation of a METRO revenue or non-revenue vehicle on behalf of METRO:

The Disqualifying Criteria is as follows:

- Invalid, suspended, or revoked driver's license
- Conviction of driving under the influence (DUI) or driving while intoxicated (DWI) within the preceding three (3) years
- 2 or more DUI or DWI convictions with no time limit.
- Any accumulation of suspensions of over 1 year in length within the last 3 years

ADDITIONAL INFORMATION:

The Metropolitan Transit Authority of Harris County, Texas has a zero tolerance drug and alcohol policy for all employees. All internal and external applicants will be required to undergo drug testing before employment and will be subject to further drug and/or alcohol testing throughout their employment.

Further, employees who perform safety-sensitive functions will submit to drug and/or alcohol testing in accordance to the Department of Transportation (DOT) and the Federal Transit Administration (FTA) regulatory requirements.

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APPLICATIONS MAY BE FILED ONLINE AT:
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Position #4075
LICENSED MAINTENANCE MECHANIC (PLUMBER)
AA

1900 Main
Houston, TX 77002
(713) 739-4953

HRStaffing@ridemetro.org



**METROPOLITAN TRANSIT AUTHORITY OF
HARRIS COUNTY**
invites applications for the position of:

**Licensed Maintenance
Mechanic (Refrig/AC)**

SALARY: Not Displayed

OPENING DATE: 05/15/17

CLOSING DATE: Continuous

BASIC FUNCTIONS:

Installs, repairs, services, trouble shoots, adjusts, calibrates all refrigeration, air conditioning, ventilation systems and controls at all METRO facilities and properties. Perform General Maintenance to all systems within Facilities Maintenance. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

RESPONSIBILITIES AND SPECIFIC DUTIES:

Performs installations, repairs, trouble shooting, and alterations to all refrigeration, air conditioning and ventilation systems, air handlers, coolers, controls and duct work.

Charges and evacuates refrigeration and a/c systems, and balances air handling system.

Reads and interprets refrigeration, A/C and ventilation prints, schematics, control circuits, and diagrams.

Completes and submits material and equipment requirements.

Cleans, maintains, and services all fans, motors, filters, water towers, dampers, louvers, coils and pumps.

Lubricates and oils assigned equipment. Cuts and threads all types of piping and sweat tubing.

Able to solder, braze, weld, cut, and thread all types of piping and tubing.

Notifies supervisor of malfunctioning equipment.

Assists other trades and moves equipment as required.

Maintains inventory of refrigeration and A/C supplies and equipment.

Must be available for emergencies, required overtime, varied work schedules and shifts.

Cleans assigned areas and equipment.

Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.

Performs other duties as required.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

High school diploma or equivalent.

Five (5) years experience as a Refrigeration-Air Conditioning Mechanic. Demonstrated ability in all phases of refrigeration and air conditioning.

Valid State of Texas Drivers License. Valid State of Texas Air Conditioning (AC) License, Class B or above. Good working knowledge of HVAC codes. Able to complete/fill-out written reports, records and forms. Able to maintain and/or obtain additional licensing or certifications as required.

ADDITIONAL INFORMATION:

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Further, employees who perform safety-sensitive functions will submit to drug and/or alcohol testing in accordance to the Department of Transportation (DOT) and the Federal Transit Administration (FTA) regulatory requirements.

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2015

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1900 Main
Houston, TX 77002
(713) 739-4953

HRStaffing@ridemetro.org

Position #4032
LICENSED MAINTENANCE MECHANIC (REFRIG/AC)
AA



**METROPOLITAN TRANSIT AUTHORITY OF
HARRIS COUNTY**
invites applications for the position of:

A/C & Heat Mechanic "A"

SALARY: Not Displayed

OPENING DATE: 08/03/16

CLOSING DATE: Continuous

BASIC FUNCTIONS:

The A/C and Heat Mechanic "A" must have a thorough knowledge of all air conditioning and heating components (HVAC) installed on Authority operated vehicles. Must show a proficient knowledge and use of test equipment and specialized tools related to classification requirements. Must independently diagnose and repair RESPONSIBILITIES all defects to completion. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

RESPONSIBILITIES AND SPECIFIC DUTIES:

Performs Preventive Maintenance Inspections (PMI) on vehicle HVAC systems installed on METRO's revenue fleet.

Independently diagnoses and repairs all air conditioning and heat defects on Authority vehicles under the supervision of a Mechanical Foreman.

Proper use and interpretation of laptop computer and related HVAC system software.

Performs inspections and uses approved test equipment and specialized tools, gauges, and diagnostic equipment associated with air conditioning and heat repair work.

Road test vehicles when necessary to diagnose malfunctions or to ensure that they are working properly.

Assists in work direction with mechanics as assigned.

Perform the duties of a Transit Bus Repair "A" as assigned.

Participates in on-going training in accordance with METRO's Maintenance Training Program.

Maintains a clean and safe work area.

Completes all required reports and records in a timely and accurate fashion.

Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.

Performs other job related duties as required.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

High school diploma or equivalent. Graduation from a related technical school preferred.

Three (3) years of mechanical repair experience on heating, electrical and air conditioning systems or five (5) years general heavy-duty mechanical experience, with at least one (1) year of heating, electrical or air conditioning work.

Automotive Service Excellence Certificates (ASE) in HVAC and/or Electrical/Electronic systems preferred.

ADDITIONAL INFORMATION:

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The Disqualifying Criteria is as follows:

- Invalid, suspended, or revoked driver's license
- Conviction of driving under the influence (DUI) or driving while intoxicated (DWI) within the preceding three (3) years
- 2 or more DUI or DWI convictions with no time limit.
- Any accumulation of suspensions of over 1 year in length within the last 3 years

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Position #3787
A/C & HEAT MECHANIC "A"
AA

1900 Main
Houston, TX 77002
(713) 739-4953

HRStaffing@ridemetro.org



**METROPOLITAN TRANSIT AUTHORITY OF
HARRIS COUNTY**
invites applications for the position of:

Collision Repair

SALARY: Not Displayed

OPENING DATE: 08/21/17

CLOSING DATE: Continuous

BASIC FUNCTIONS:

The Collision Repair body refinisher must have a thorough knowledge of collision/repair refurbishment on vehicles as required for the job classification. Additionally, the Collision Repair body refinisher must show a proficient knowledge and use of equipment and specialized tools related to classification requirements. Under the supervision of a Mechanical Foreman the Collision Repair body refinisher must diagnose problems and safely and efficiently perform all phases of paint and body repairs. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

RESPONSIBILITIES AND SPECIFIC DUTIES:

- Works independently on all phases of mixing, color matching, priming and painting of all parts of METRO operated vehicles and support equipment.
- Prepares all surfaces including the removal of old surface covers and all necessary related duties needed to insure a quality finish.
- Repairs and refurbishes transit buses according to manufacturer's specifications.
- Performs all work in accordance with quality standards and established safety procedures.
- Identifies and orders parts necessary to complete repairs and routine maintenance.
- Maintains work area appearance and safety.
- Completes all required reports and records in a timely and accurate fashion.
- At the maintenance of the Mechanical Foreman, the Collision Repair body refinisher will work independently or assist other maintenance employees.
- Participates in on-going training in accordance with METRO's Maintenance Training Program.
- Promotes safety awareness and follows safety procedures in an effort to reduce to eliminate accidents.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

High school diploma or equivalent is required. Graduation from a related technical school is preferred.

Minimum two (2) years paint and body experience on automotive, medium or heavy duty equipment.

A valid Commercial Driver's License with "P" passenger endorsement is required and must meet METRO's required

and must meet METRO's requirements regarding motor vehicle records. Must obtain a Texas Commercial Driver's

License within 90 days of employment. Must be able to drive any Authority owned vehicle. Able to maintain or

obtain additional certifications/licenses as required. Possess complete knowledge of all tools and equipment in

shop related to job classification. Must maintain a basic set of personal hand tools to perform repairs related to job

classification with exception of specialized tools provided by METRO. Ability to complete written reports, records and forms. Must be able to speak, read and write English.

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Position #4113
COLLISION REPAIR
AA

1900 Main
Houston, TX 77002
(713) 739-4953

HRStaffing@ridemetro.org
