

Electrician

Summary

The Electrician, under the direction of the Production Supervisor; install, maintain and identify faults and repair electrical wiring and computer-based equipment in motor vehicles and related equipment including but not limited to, busses, coaches, trolleys, trams and railway cars.

Essential Duties and Responsibilities

- Work with computer-controlled engine management and other systems.
- Service, identify and repair faults on electronically controlled vehicle systems such as electronic fuel injection, electronic ignition, anti-lock braking, cruise control, automatic transmission, air bags and air conditioning
- Install electrical equipment such as gauges, lighting, alternators and starter motors in vehicles
- Install electrically operated accessories such as radios, security cameras, heating or demisting equipment, air conditioners, driving lamps and anti-theft systems
- Use meters, test instruments and circuit diagrams to find electrical faults
- Adjust engine control systems and timing to make sure vehicles are running at peak performance
- Test, recondition and replace faulty alternators, generators, starter motors and related items such as voltage regulators and batteries
- Repair or replace faulty ignition, electrical wiring, fuses, lamps and switches
- Use hand tools, specialized electrical tools and instruments and machines, including drills, grinders, presses and lathes
- Solder or weld when repairing electrical parts
- Install, repair and service air conditioning systems
- Additional cross-functional duties as assigned

Required Qualifications

- Minimum 3 years as an Automotive Electrician or equivalent education from trade school
- Must have experience working with 12v to 24v systems
- Ability to crimp and solder
- Experience with basic hand held tools, digital voltmeter, oscilloscopes and other MT& E
- Ability to work under pressure under strict deadlines
- Excellent communication skills
- Interpersonal skills using tact, patience and courtesy
- Must be able to:
- Lift, pull and push up to 50 pounds of dead weight
- Climb up and down a ladder
- Stoop, kneel, and or crawl

We are a well-established company offering excellent benefits such as: medical, dental, vision, long and short term disability PLUS life insurance, 401k benefits with a company match, tuition reimbursement...AND GROWTH POTENTIAL!!!

Apply in person, Mon--Friday from 8:00 AM to 3PM Complete Coach Works2301 Monarch St Alameda, CA 94501

Or apply directly: <http://completecoach.catsone.com/careers/>

We are a drug free work place that conducts pre-employment screenings and random drug testing.

Complete Coach Works offers an array of solutions for transportation needs. Our company specializes in

Bus Remanufacturing, Interior Rehabs, Accident and Fire Repair, Rail Repair and Rehab and Alternative Fuel conversions.

Diesel Mechanic

Summary

The Diesel Mechanic, under the direction of a Production Supervisor, repairs and overhauls busses, coaches, trolleys, trams, railway cars and other automotive vehicles by performing the following duties:

Essential Duties and Responsibilities

- Plans work procedure
- Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle
- Removes unit such as engine, transmission, or differential, brakes valves and front and rear suspension
- Disassembles unit and inspects parts for wear
- Repairs or replaces parts such as pistons, rods, gears, valves, and bearings
- Overhauls or replaces, blowers, generators, starters, alternators and A/C components
- Rebuilds parts such as steering gearboxes, door motors, hydraulic pumps and differentials
- Rewires ignition system, lights, and instrument panel, trouble shooting
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts
- Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, windshield wipers, and windshields
- Additional cross-functional duties as required

Required Qualifications

- 2 years minimum experience working on diesel engines: preferably Detroit or Cummins
- Knowledge of computer software associated with specific diesel engines
- Strong electrical knowledge a plus
- Must know hand powered and manual tools
- Good communication skills
- Ability to work under minimum supervision while working in a team-oriented environment
- Must be able to:
- Lift, pull and push up to 50 pounds of dead weight
- Climb up and down a ladder
- Stoop, kneel, and or crawl

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HVAC / Electrical Technician

Summary

The HVAC / Electrical technician, under the direction of the Production Supervisor; performs any combination of following tasks to troubleshoot and repair electronic and HVAC components, subassemblies, products, or systems: on or for transit vehicles, such as buses, trolleys, trams and railway cars.

Essential Duties and Responsibilities

- HVAC troubleshooting and performs repairs on mechanical and electrical equipment in heating and cooling ventilation systems
- Monitors and inspects heating and cooling systems Reading wiring diagrams and schematics
- Installation of basic components and wiring in HVAC systems

Required Qualifications

- Knowledge of the HVAC principles, practices, methods, tools and equipment
- Knowledge of automotive mechanical and electrical systems
- 3-4 years of transport refrigeration experience
- Experience with basic hand held tools, digital voltmeter, oscilloscopes and other MT& E
- Ability to work under pressure under strict deadlines

Must be able to:

- Lift, pull and push up to 50 pounds of dead weight
- Climb up and down a ladder
- Stoop, kneel, and crawl

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Material Handler / General Labor

Summary

The Materials Handler, under the direction of the Office Administrator and General Manager, is responsible for shipment preparation, verification and documentation of incoming and outgoing shipments, materials inventory management, yard/facility maintenance, and parts pickup and delivery.

Essential Duties and Responsibilities

- Compares identifying information by counting, weighing, and / or measuring items of incoming and outgoing shipments against bills of lading, invoices, orders, and / or other records
- Determines method of shipment; assembles cardboard, wooden, or plastic containers
- Affixes shipping labels or stencils on packed cartons identifying shipping information
- Packages items into containers; posts weights and shipping charges
- Examines incoming shipments, rejects damaged items, and records shortages
- Routes items to appropriate departments; supports facility operations as needed
- Examines outgoing shipments to ensure shipments meet specifications
- Controls production materials inventory pulls and issues material both physically and electronically upon completion
- Maintains inventory of shop supplies, production parts, and shipping supplies; generates relevant reports and inventory lists as required
- Assists with facility maintenance and safety-related information
- Unloads and loads materials with lift or hand trucks
- Picks up and delivers parts and other materials
- Manages storage and pickup of scrap material
- Organizes and maintains yard / facility

Required Qualifications

- Minimum 2 years practical Shipping and Receiving or Material Handling experience
- Excellent oral and written communication skills
- Recent experience using both UPS and FedEx online systems
- Modern office practices, procedures, and equipment
- Forklift experience
- Interpersonal skills using tact, patience, and courtesy
- Ability to work under minimum supervision while working in a team-oriented environment
- Basic computer skills with multiple years of experience with Microsoft Office, specifically Excel
- Must be able to:
 - Lift, pull and push up to 50 pounds of dead weight
 - Climb up and down a ladder
 - Stoop, kneel, and or crawl

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POTENTIAL!!!

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Mechanic Helper

Summary

The mechanic helper repairs and overhauls busses, coaches, trollies, trams, railway cars and other automotive vehicles by performing the following duties:

Essential Duties and Responsibilities

- Plans work procedure
- Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle
- Removes unit such as engine, transmission, or differential, brakes valves and front and rear suspension
- Disassembles unit and inspects parts for wear
- Repairs or replaces parts such as pistons, rods, gears, valves, and bearings
- Overhauls or replaces, blowers, generators, starters, alternators and A/C components
- Rewires lights, and instrument panel, trouble shooting
- Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders leaks in radiator
- Mends damaged body and fenders by hammering out or filling in dents and welding broken parts
- Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, windshield wipers, and windshields
- Additional cross-functional duties as required

Required Qualifications

- Knowledge of computer software associated with specific diesel engines
- Strong electrical knowledge a plus
- Must know hand powered and manual tools
- Good communication skills
- Ability to work under minimum supervision while working in a team-oriented environment
- Must be able to:
- Lift, pull and push up to 50 pounds of dead weight
- Climb up and down a ladder
- Stoop, kneel, and or crawl Automotive/Diesel training / certification a PLUS! Those with heavy duty Military equipment experience are encouraged to apply. Pay dependent on experience and skill level.

We are a well-established company offering excellent benefits: medical, dental, vision, long/short term disability and 401k with a company match. Those seeking to acquire more industry knowledge or certification... we offer tuition reimbursement!

Qualified candidates may apply in person, Monday through Friday – 8AM – 3:00 PM
Complete Coach Works
2301 Monarch St
Alameda, CA 94501

Part Time / Online Bus Driver

Summary

The Bus Driver works part-time, on call, under the direction of the Production Shop Administrator; operates busses in accordance with OSHA and DOT requirements as well as all local state and federal requirements.

Essential Duties and Responsibilities

- Deliver or pick up buses to/from various locations locally and nationwide.
- Perform all duties as scheduled by the Manager and assist other company drivers as directed
- Notify Manager of any problems that may arise on route to your destination
- Leave the customer's location clean and free of debris
- Complete all documentation assuring it is neat and legible when turned in to Production after pick up or drop off service provided to the Customer is completed
- Additional cross-functional duties as assigned

Required Qualifications

- Minimum 3 years experience as a Bus driver
- Must have Class A or B Drivers License with passenger and air brake endorsement
- Must have a clean driving record of 3 years or more
- Must possess basic map reading skills
- Ability to read and speak the English language sufficiently to converse with the general public, supervisors and coworkers
- Ability to work under pressure
- Sound written and verbal communications skills
- Interpersonal skills using tact, patience and courtesy

We have EXCELLENT benefits: medical, dental, vision and 401(k) with a company match. For those wanting to further their education, tuition reimbursement is also available.

Qualified candidates may apply in person Monday - Friday from 8AM to 3 PM at:
Complete Coach Works
2301 Monarch
Alameda, CA 94501

OR apply directly: <http://completecoach.catsone.com/careers/>

Please note: we conduct pre-employment screenings and random drug testing.

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Production Assistant

Summary

The Production Assistant, under the direction of the General Manager, provides administrative support to the General and Production Manager by performing a variety of administrative tasks, conducting specialized administrative and office support functions.

Essential Duties and Responsibilities

- Creates and maintains specialized reports, records and files required in connection with department work processes
- Fields telephone calls, receives and directs vehicles, prepares and receives shipments plus coordinates dispersal
- Schedules delivery of completed units relying on Part Time Drivers to ensure timely delivery. Accepts incoming units and prepares necessary job orders.
- Prints and verifies daily supervisor production sheets
- Maintains calendar; schedules and coordinates appointments for the General Manager and organizes travel arrangements when required using internal and external agents.
- Writes correspondence, reports, documents and/or other written materials
- Reviews incoming correspondence, routes matters to General Manager that requires action
- Performs data entry, inputs information from a variety of sources into a computer database when required
- Additional cross functional duties as required

Required Qualifications

- 2-5 years minimum experience in mid-level Administrative Assistant position
- Intermediate to advanced MS Application skills (Word, Excel and Access)
- Basic data entry skills
- Excellent written and verbal communication skills
- Sound interpersonal skills using tact, patience and courtesy

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Production Supervisor

Complete Coach Works, the U.S. largest transportation solution provider with 28 years as a leader in the business, has an immediate opening for Production Supervisor, Alameda, CA.

As a major provider of commercial fleet services, our organization owns, repairs or maintains hundreds of vehicles including transit buses, school buses, over the road coaches, diesel trucks and heavy duty equipment.

Summary: The Production Supervisor will oversee the efficient and safe operations of their assigned crew by directing, controlling and coordinating activities required to repair or overhaul buses, trucks and other heavy duty vehicles in a manner to meet our customer deadlines.

Requirements:

5+ years of diesel vehicle maintenance experience

- Extensive, hands-on knowledge of bus or heavy duty systems (HVAC, Electrical, Engine, etc.)
- Excellent written and verbal communication skills
- Strong supervisory skills
- Ability to assess personnel requirements and evaluate subordinate performance
- Ability to train, guide, and direct a crew
- ASE certifications are a plus
- Must have valid driver's license, CDL preferred

We are a well established company offering excellent benefits: medical, dental, vision, long/short term disability and 401k with a company match. Those seeking to acquire more industry knowledge or certifications...we offer tuition reimbursement!

Qualified candidates may apply in person: Monday - Friday, 8AM - 3PM
Complete Coach Works
2301 Monarch St
Alameda, CA 94501

OR

Apply through our career page:

<http://completcoach.com/careers-jobs>

Pre-employment screenings and random drug testing are conducted.