

MECHANIC ASSISTANT

Position Code: 1799

WC Code: 8380

FLSA Status: Non-Exempt

Pay Grade: 346

Location: Public Services

Approval Date: 2019

General Statement of Duties

Assist mechanics in maintaining and repairing all vehicles and equipment at the municipal garage.

Distinguishing Features of the Class

An employee in this class engages in a variety of work associated with the maintenance and repair of a wide variety of Town vehicles and equipment. The employee is subject to working both inside and outside environments and exposure to various hazards including loud noises, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils. The employee must exercise judgment and initiative in carrying out assignments. Work is performed under regular supervision and is inspected for compliance and instructions, conformance to established standards, quality and productivity, and adherence to schedules and priorities.

Duties and Responsibilities

Assist mechanics with Services and repairs all town vehicles and equipment.

Maintains and ensures the operation of all vehicles and equipment.

Diagnose electrical, electronic, hydraulic, mechanical, and pneumatic systems on heavy trucks and heavy equipment.

Replaces and mounts tires.

Diagnose and repair H/VAC systems.

Inspects for worn and damaged parts.

Maintains a clean work area.

Adheres to all safety procedures and policies of the department.

Performs other duties as requested such as working overtime and callbacks when needed.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Ability to learn procedures of all vehicles and equipment maintenance.

Ability to learn procedures and tools used in all types of repairs.

Ability to learn operation of shop equipment, tools, and machines for vehicle and equipment maintenance.

Adhere to all safety procedures and policies of the department.

Ability to learn various test equipment for diagnosing vehicle and equipment problems.

Ability to learn principles of operation and repair of diesel engines.

Ability to learn repair procedures, such as for H/VAC systems and electrical systems.

Ability to learn hydraulic systems and how to service troubleshoot and repair them.

Ability to learn to diagnose problems using scanners and other trouble shooting tools.

Ability to perform diagnostic trouble shooting and repairs on air and hydraulic brake systems.

Ability to understand and follow instructions.

Ability to communicate clearly and concisely orally.

Ability to maintain a clean and organized garage area.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate automotive equipment in a safe manner, fit parts, read gauges and make written records.

Minimum Education and Experience

High School diploma or GED.

Special Requirements

Possession of a valid North Carolina Drivers License –(CDL Preferred).