

MECHANIC ASSISTANT

Definition

Under general supervision, to service and maintain automobiles, trucks and other City equipment, to perform minor component installations, repairs and safety checks on a wide variety of automotive equipment; to perform related duties as required.

Class Characteristics

This entry-level classification performs a variety of semi-skilled and manual work. Although the work is initially performed under close supervision, as City policies and practices are learned, work is reviewed occasionally while in progress, after completion, or on the basis of employee comments. Work is performed in an open garage in all seasons; incumbents are required to respond to emergency road assistance calls; to walk and/or stand on paved and unpaved surfaces; to be exposed to extremes in noise, temperature, weather and humidity; to work in close proximity to moving mechanical parts; to be exposed to a variety of fuels, gasses, fumes, dusts and chemicals.

Examples of Duties (Illustrative Only)

- Assists Mechanic in performing mechanical maintenance and repair work as assigned.
- Checks, drains and/or replenishes fluids, lubricants, gasoline and diesel fuels, and battery charge levels.
- Inflates, inspects, repairs and changes automotive and heavy equipment tires.
- Balances tires.
- Cleans, washes, waxes and details vehicles.
- Replaces and or repairs lubricant fittings, fuel pumps, light bulbs and fuses and other electrical components.
- Inspects, maintains and replaces automotive and gasoline-powered equipment batteries.
- Makes minor mechanical repairs, both in the shop and on emergency road calls.
- Reports major repair needs.
- Maintains the shop in a clean and orderly condition.
- Cleans up fuel spills.
- Receives and signs for deliveries of tires, materials and parts.
- Maintains related shop, maintenance and inventory records.
- Other duties as assigned.

Qualifications

Knowledge of: The servicing and minor maintenance of automotive and other power-driven equipment; oils, gases, lubricating devices, and other tools and materials used in servicing equipment; methods and materials used in cleaning and washing automotive equipment; and safe work practices.

Ability to: Lubricate a wide variety of mechanical equipment; maintain basic time, mileage and servicing records; read manufacturers lubrication charts; identify automotive parts and supplies; operative City equipment; meet the physical requirements necessary to safely and effectively perform required duties; and establish and maintain effective work relationships with those contacted in the performance of required duties.

Skill in: Servicing and performing preventative maintenance and repair on a variety of automobiles, truck and heavy construction equipment and maintaining accurate logs and records of work performed.

Education and Experience:

High School Diploma or equivalent.

Technical school training in automotive maintenance and repair is desirable.

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to satisfactorily job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be: Six months of paid experience in the servicing of motorized equipment.

Licenses:

Must possess a valid California Class C driver's license and have a driving record acceptable with the City's Insurance Authority; possession of a Class A driver's license is desirable.