



Job Description: Mechanic's Helper - Part Time

PAY GROUP: Hourly

OCCUPATIONAL CATEGORY: Service/Maintenance

JOB TITLE: Mechanic's Helper

FLSA: Non-Exempt; Part-time

OBJECTIVE:

To repair and maintain various vehicles and other mechanical and automotive equipment.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Fleet Maintenance Supervisor or Senior Mechanic
2. Directs: Does not supervise any employees
3. Other: Contact with other City Departments regarding services and repair of their vehicles and equipment. Use two-way radio in shop and/or in unit

GENERAL STATEMENT OF DUTIES:

This is a responsible position. Duties include providing scheduled maintenance on emergency vehicles, simple emergency service on vehicles, including fixing flat tires, making fuel runs, putting in antifreeze, also cleaning vehicles, changing oil filters and looking for other mechanical problems and reporting any problems found to the mechanics. This position also requires keeping records on the computer of material used and time spent on each job and parts that were used. This position will assist in keeping the shop area clean.

ESSENTIAL JOB FUNCTIONS:

Depending on the specific assignments, Mechanic's helper may:

- Perform scheduled maintenance on all city vehicles, including oil changes, battery checks, tire and lubrication checks and other preventative maintenance on city automotive and mechanical equipment
- Make fuel runs as necessary
- Fix flat tires
- Winterize vehicles and other equipment
- Record materials used and time spent on repairs
- Clean vehicles and shop
- Help with paper work in parts room
- Help to stock parts and put up parts and add them on the computer
- May pick up and deliver vehicle to be repaired (must be knowledgeable in wrecker operations)
- May pick up parts
- May perform emergency repairs in field
- The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee performs other related duties as assigned
- Must arrive at work on time and maintain a regular and reliable level of attendance

OTHER IMPORTANT JOB FUNCTIONS:

- The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this job. Employee may perform other related duties as assigned.

PHYSICAL SKILLS REQUIRED:

- CARRYING AND/OR LIFTING: Must be able to dead lift 85 pounds, remove head from engines and lift 1020 size tires to an upright position
- CLEANING: Clean automotive parts with over the counter parts cleaners
- CLIMBING: Climb on and off trucks and large equipment
- CRAWLING: Under or inside engine compartment and under vehicles and equipment
- DRAGGING: Chains for pulling equipment out of mud holes
- DRIVING: Heavy equipment as well as cars and trucks
- HOLDING: Tools with both hands and all fingers
- KNEELING: In one place for long periods of time (up to 30 minutes)
- PULLING AND/OR PUSHING: Using both hands to operate large hand tools and/or pull such things as transmissions from under cars
- SIGHT: Must be capable of seeing small holes to remove and replace small nuts and bolts
- SITTING: Must be able to sit for long periods of time under equipment while working on it
- STANDING: On shop floor up to 15 hours a day (if needed)
- STOOPING: Must be able to stoop over engine compartments while working

WORKING CONDITIONS (ENVIRONMENTAL):

- EXTREME COLD: Must be able to withstand temperatures as low as 20 degrees for up to an hour at one time when servicing vehicles
- EXTREME HEAT: Must be able to withstand extremely high temperatures for up to four hours at a time
- WORKING OUTDOORS: A lot of this position is conducted away from the shop, outdoors in all types of weather conditions

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good general knowledge of auto mechanics and heavy equipment; ability to perform routine maintenance on vehicles; ability to work with a variety of hand and power tools; ability to diagnose potential problems and either make the necessary repairs or bring the problem to a mechanic's attention; the ability to establish and maintain cooperative working relationships with co-workers and other department personnel.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School Graduate or equivalent, mechanical training, and at least one year's experience in automotive repairs; or

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas Motor Vehicle CDL, Class A or B with air brakes, pneumatic tank and hazardous material. May have restrictions A – with corrective lenses and M – intrastate only.

To apply for employment with the City of Cleburne:

In person: 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

Website: www.cleburne.net

Email resume/applications for open positions to: hr@cleburne.net

The Public Library: Access to the City's website and job openings is available through the Cleburne Public Library.

Phone information: 817-645-0945 or 817-645-0915