

## **POSITION DESCRIPTION**

City of Big Spring

**Job Title:** Mechanic Helper  
**Department:** Service Center

**Grade/Step:** 9-1  
**Pay Rate:** \$10.870 per hour

### **JOB SUMMARY**

This position is responsible for performing preventive maintenance and minor repairs on City vehicles and heavy equipment.

### **MINIMUM REQUIREMENTS**

- High school diploma or GED required; ability to read, write and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship /internship or having had a similar position for a period of one to two years.
- Possession of or ability to readily obtain a Class A Commercial Driver's License (CDL) issued by the State of Texas within ninety (90) days of employment.
- Must live within a thirty (30) minute travel time from workstation or able to meet this requirement within six (6) months of employment.

### **MAJOR DUTIES, FUNCTIONS AND RESPONSIBILITIES**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Perform tire repairs on City vehicles and other automotive and heavy equipment in the shop and on service calls.
- Set a preventative maintenance schedule for all city equipment on a monthly basis.
- Checks oil, transmission fluid and coolant levels; changes fluids and filters as needed according to preventive maintenance schedules.
- Assists Mechanics in a variety of mechanical, hydraulic and body repairs.
- Performs corrective maintenance procedures on heavy equipment, including transmission, hydraulic, electrical and various degrees of engine repair.
- Replaces air filters, greases machines and checks drives, tandems and gear boxes.
- Conducts preventive maintenance functions including checking the condition and operation of clutches, brakes, lights, transmissions and exhaust systems.
- Operates a wrecker and tows disabled vehicles.
- Assists in cleaning shop area.
- Maintains records of parts used.
- Picks up parts from vendors as necessary.
- Responds to service calls in the field and after hours.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION**

- Knowledge of preventive maintenance procedures.
- Knowledge of the weights and uses of motor oils.
- Knowledge of City policies and safety procedures.
- Skill in maintaining accurate records.

- Skill in performing preventive maintenance procedures.
- Skill in operating a wrecker.
- Skill in operating wrenches, air jacks, tire tools, tire hammers, air lines and balancing machines.
- Skill in good communication.

### **SUPERVISORY CONTROLS**

The Service Center Superintendent or Service Center Supervisor assigns work in terms of somewhat general instructions. The work is reviewed in progress and upon completion for compliance with instructions and procedures, accuracy and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include City and department policies and procedures, work orders, maintenance schedules and service manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

### **COMPLEXITY**

The work consists of related duties in servicing City vehicles and heavy equipment.

### **SCOPE AND EFFECT**

The purpose of this position is to perform preventive maintenance and minor repairs on City vehicles and heavy equipment. Successful performance of these duties contributes to the safe operation of vehicles and equipment.

### **PERSONAL CONTACTS**

Contacts are typically with co-workers and other city employees.

### **PURPOSE OF CONTACTS**

Contacts are typically to exchange information and provide services.

### **PHYSICAL DEMANDS**

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light objects; frequently lift heavy objects and use tools or equipment requiring a high degree of dexterity.

### **WORK ENVIRONMENT**

The work is typically performed in a garage. The employee is exposed to noise, dust, dirt and grease. The work requires the use of protective devices.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing

of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.