



TITLE: MECHANIC ASSISTANT	CLASSIFICATION: MECHANIC ASSISTANT
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: OPEU 13	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8380
PPE: PER WORK LOCATION	REVISION DATE: August 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs scheduled and non-scheduled service and maintenance of motor pool vehicles and road equipment. Assists higher level mechanics as needed. Assistance to higher level mechanics may provide on-the-job training in skilled mechanical repair work. Keep accurate records of work performed. May be assigned to perform duties associated with repair and maintenance of roads, as needed.

SUPERVISION RECEIVED:

Works under direct supervision of the Fleet Manager, Mechanic, or other designee during the assigned shift. Work is reviewed by the supervisor for quality and timeliness of work performed and by performance of vehicles serviced.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this classification.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Fuels, lubes, changes oil, and performs other miscellaneous preventative maintenance of motor pool vehicles and road equipment.
- Performs safety inspections as well as routine repairs and scheduled maintenance on vehicles and equipment.
- Washes and vacuums vehicles, replaces light bulbs; ensures vehicle lights and turn signals are in proper working order.
- Assists experienced mechanics in diagnosing and repairing vehicles while gaining progressive hands-on experience.
- Changes and repairs tires and tire chains on vehicles and road equipment.
- Tracks and orders parts from suppliers
- Maintains accurate records of parts, supplies, and work production.
- Test drives county vehicles to verify complaints and to ensure proper working order.
- Operates all tools and equipment in a safe manner.
- Works with hazardous materials on a day-to-day basis.

- Performs other duties as assigned by Fleet Manager, Mechanic or other designee.

JOB SPECIFICATION

KNOWLEDGE OF:

- Tools, equipment, and technology used in service and maintenance of motorized equipment.
- Shop hazards and safety precautions.

SKILL IN:

- Use and care of tools, equipment, and materials as required by the position.
- Performing routine and scheduled maintenance on vehicles.

ABILITY TO:

- Perform scheduled routine service and repairs on light duty vehicles or road equipment as required by the position.
- Learn to diagnose causes for electrical and mechanical failures.
- Understand and follow technical instructions in repair manuals.
- Detect needed repairs and perform minor adjustments to equipment.
- Establish and maintain effective working relationships with supervisors, other employees, and the public.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Six months' automotive and equipment service and maintenance experience. Related education or technical school training in internal combustion engine maintenance and repair may be substituted for the above. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen, and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 50 pounds and occasionally push, pull and lift up to 75 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.