

Title: Automotive Mechanic Helper
PG: 18
Status: Civil Service
Position Reports to: Fleet Management Shop Foreman
Department: Public Works

Class Code: 8001
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is an automotive and shop maintenance work assisting Automotive Mechanics in a variety of maintenance and repair tasks. An employee in this classification performs automotive services, tire repair and replacement and maintenance work under the direct supervision of an Automotive Mechanic or Automotive Shop Foreman. The employee normally will receive full instructions before performing assigned duties. When assisting an Automotive Mechanic on repair tasks, the employee will be expected to engage in "hands on" applications of learned automotive repair principles.

ESSENTIAL FUNCTIONS:

1. Performs basic preventative maintenance services on vehicles selected by the shop foreman.
2. Repairs or replaces tires as needed, documenting location on vehicle of tires serviced and completing tire worksheet detailing quantity use and manufacturers part number.
3. Assists mechanics in completing their responsibilities. Obtains tools and parts as directed by the mechanic, cleans parts as required.
4. Picks up automotive parts and equipment from vendors.
5. Assists in delivery of vehicles to and pick-up from dealers for warranty repairs.
6. Cleans the shop areas and interiors and exteriors of vehicles.

ADDITIONAL RESPONSIBILITIES:

1. Properly uses and returns to storage the City owned shop tools and manuals. Reports missing or broken tools to the Automotive Maintenance Coordinator.
2. Follows all occupational safety, health and environmental standards.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Some knowledge of garage shop practices, techniques, methods and tools used in maintenance and repair of automotive equipment.
2. Some knowledge of the occupational hazards and necessary safety precautions related to the automotive and equipment repair trades.
3. Developing skills in the use of tools and the operation of machines and equipment commonly used in the automotive mechanic's trade.
4. Ability to perform basic tasks in servicing automotive equipment.
5. Ability to read and comprehend service and operating manuals, written in the English language, for various types of equipment and to apply that knowledge effectively in completing basic maintenance tasks.
6. Ability to communicate effectively with coworkers and supervisors, to work cooperatively with other mechanics, and to maintain good working relationships with other City employees and the public.
7. Ability to work rotating shifts.
8. Ability to perform custodial and maintenance duties around an automotive repair facility.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.
The job risks exposure to no significant environmental hazards except bright/dim light

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The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Six (6) months of experience in service station or related work.
3. Completion of, or current enrollment in, vocational automotive classes and mechanical ASE certifications are preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida Class "A" Commercial driver's license with appropriate endorsements as are required by the employing department or obtain one within six (6) months after appointment to the position.
2. Must maintain a valid home telephone number.
3. An employee in this classification is expected to provide their own basic hand tools which are suitable for use on the City's motorized equipment.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.