

EAST BAY REGIONAL PARK DISTRICT

MECHANIC'S HELPER

GENERAL FUNCTION:

Under supervision, performs the simpler, more routine and repetitive duties in repairing and maintaining a variety of automotive and construction equipment. Services automotive equipment with fuel and oil and occasionally performs skilled tasks such as minor repairs and services. Keeps the shop and surrounding areas clean and free from debris. The Mechanic's Helper is responsible to the Service Manager, but may work alone and use own initiative and judgment in the accomplishment of assigned tasks.

PRINCIPAL DUTIES & RESPONSIBILITIES:

(These examples are descriptive only, and are not restrictive as to nature and type of assignment.)

Makes minor repairs and adjustments on cars, trucks, tractors and other equipment. Changes and repairs tires, including large truck and tractor tires. Adjusts and relines brakes, and repairs lights. Performs the simpler tasks and assists the mechanic in major repairs. Lubricates equipment and maintains service records. Must be able to work well with Shop and other District personnel. Services automotive equipment with fuel and oil. Does simpler tasks in assisting the mechanic to straighten out and repair metal parts, metal fabricatings. Uses machines, tools and other equipment.

Assists the mechanic in changing and charging batteries. Keeps the mobile service truck clean and supplied. Drives supply trucks to pick up parts and orders. Goes out on service calls for such as dead batteries and flat tires. Inspects for mechanical and safety defects and reports to Service Manager. Drives and operates a wide variety of equipment as required in the maintenance operation. Performs related work as required.

Required to assist the Fire Department in fighting major fires, as directed.

MINIMUM QUALIFICATIONS:

Education: High School or trade school graduation or equivalent, and

Experience Two years experience in maintaining and servicing automotive shop equipment.

License: A currently effective and valid driver's license is a condition of initial and continued employment in this classification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of principles of automotive mechanics; must have the basic skills of a service station attendant. Must be in good health and capable of hard physical labor. Must have some natural mechanical abilities.

Est. 7/74

*Board Res.: #1976-5-116