

**ADAMS COUNTY
SUMMARY JOB DESCRIPTION**

Position: Mechanics Assistant
Department: Public Works
Annual Hours Worked: 2080 annual

Position Number: 1120
Salary Range: 9 – No CDL
10 – With CDL
Public Works Union

1.0 MAJOR FUNCTION AND PURPOSE

This is mechanical equipment servicing work.

This classification is responsible for performing a wide variety of servicing work on all public works equipment. In addition, employees may be required to assist equipment mechanics with repair work on any of the equipment. Work of this classification does not require previous training and limited on-the-job training is adequate for successful job performance.

2.0 SUPERVISION RECEIVED

Persons in this position will receive supervision from the Management staff of Public Works as well as guidance from Equipment mechanics.

3.0 SUPERVISION EXERCISED

Persons in this position do not supervise employees.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

Assignments include but are not limited to:

Inspects public works vehicles using a checklist to determine maintenance needs.

Performs all necessary maintenance servicing on diesel and gasoline powered equipment and their related systems, transmissions, differentials, front and rear axle assemblies and brakes etc.

Assists mechanic with engine repair.

Operates equipment and tools necessary to steam clean and wash engines and other vehicles; washes and cleans parts for re-installation into vehicles.

Operates tools and jacks to repair or replace worn or defective tires.

Performs general clean-up and routine maintenance of the mechanical shop building; cleans floors, walls, windows, furniture, shelves, and restrooms.

Operates mechanical shop vehicles in the pickup and delivers parts and supplies to and from the field or parts vendors.

Performs other related duties as assigned.

Assignments are received in the form of verbal and written instructions or work orders identifying the needed service work. Work is reviewed by the shop supervisor upon completion and subsequent performance of the equipment serviced and for quality and timeliness of work performed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of the tools and equipment used in the maintenance of motorized equipment and tire repair.

Knowledge of the hazards and safety precautions of the mechanical trade.

Ability to comprehend instructions in service manuals.

Skill in the use and care of tools and equipment of the mechanical trade.

Ability to keep clear and accurate records for documentation requirements.

Ability to establish and maintain effective working relationships with other supervisors, subordinates, and the general public.

Ability to perform physically demanding manual labor associated with the duties assigned.

6.0 MINIMUM QUALIFICATIONS

A valid Washington State driver's license.

One year of work experience in vehicle maintenance.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

A Washington State Class "A" CDL driver's license

Experience and/or knowledge as a mechanic on gasoline as well as diesel engines.

Experience and/or knowledge of shop fabrication including welding and other metal works.

8.0 WORK ENVIRONMENT

Work may require employees to work in adverse weather conditions while performing maintenance or repairing equipment outside the shop.