

MECHANIC'S HELPER/GREASER

KIND OF WORK: This position performs apprentice automotive and mechanical equipment repair, lubrication, and routine maintenance to City vehicles and related tasks.

DISTINGUISHING FEATURES OF WORK: This class is characterized by the performance of various simple automotive and mechanical repair and maintenance tasks. Work is assigned and supervised by Chief Mechanic. Employees are expected to carry the assigned task through to completion.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs simple repair work on City vehicles and equipment.
2. Assists the Mechanic and Chief Mechanic in making major mechanical repairs.
3. Makes periodic maintenance checks and keeps said records on all Department of Public Works vehicles and equipment. Includes scheduling for maintenance checks.
4. Adjusts brakes, charges batteries, repairs tires and tubes, and changes tires.
5. Lubricates and changes oil in equipment; inspects fluid level of steering gear, power steering reservoir, transmission, differential, rear axle housings, and so forth.
6. Reports and recommends mechanical repair needs to the Chief Mechanic when necessary.
7. Fills in when Department of Public Works needs additional operators or laborers to assist in duties of other DPW functions.
8. Performs other departmental work tasks as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of the use of machine and hand tools used in mechanical work.
2. Knowledge of automotive equipment and of its repair and servicing.
3. Knowledge of equipment lubrication and servicing, tire and tube repair.
4. Ability to follow oral and written instructions, to keep stock, time and other simple records.
5. Sufficient mechanical aptitude to efficiently perform assigned tasks.
6. Ability to work cooperatively with others and sufficient strength and manual dexterity to perform assigned tasks.

DESIRABLE QUALIFICATIONS: One year of experience in a machine shop, garage or filling station and high school graduation; or any equivalent combination of experience and training.

Adopted: 10/21/81