

TITLE: AUTOMOTIVE MECHANIC HELPER

ORGANIZATION UNIT: EDTS – Fleet Services

APPLICABLE TO: All Divisions

DUTIES:

Under direct but not constant supervision, to do work of a helper grade on automotive equipment, construction equipment, and power take-off driven equipment; to inspect, service and lubricate equipment; to dispense oil and gasoline; and to perform similar and less skilled work as assigned. In this connection to perform details of work, such as:

Lubricate equipment.

Change oil and filters on equipment.

Clean battery terminals and fill batteries to proper level.

Change batteries and cables.

Check and fill brake master cylinders.

Lubricate and inspect power take-off and winch equipment.

Check air pressure in pneumatic tires.

Dispense fuel and oil.

Service radiators for winter weather.

Clean work areas.

Install tire chains.

Make service calls to change tires and batteries.

Change water hose and fan belts.

Pick up parts.

Change floor mats, pedal pads or bulbs.

Repair tires.

Paint battery holders.

AUTOMOTIVE MECHANIC HELPER (Continued)

Assist Automotive Mechanics.

SPECIAL RESPONSIBILITIES:

For proper care and use of tools, materials and shop equipment.

For use of proper grade oils, lubricants and amount of anti-freeze in accordance with standard specifications for equipment being serviced.

For making, as directed, complete check of equipment to ensure normal life expectancy of equipment, so as to prevent break downs and for the protection of operators and equipment. (This includes performing State and DOT inspections.)

Perform maintenance on trailer lighting system wiring.

All methods of wheel balancing and change all types externally mounted fuel filters. Use all hand power tools associated with duties.

For keeping work areas clean and free from grease.

For following safe working practices.

CONTACTS:

Frequently with Stores Department employees and Distributors in picking up parts and materials.

With those having work done on equipment in the field or in the shop.

WORKING CONDITIONS:

Exposed to outside weather conditions; must dress for inside and outside work; subject to irritations from gas, oil, solvents, fumes; and to damp and drafty conditions.

HAZARDS:

Subject to skin abrasions; to eye injury from foreign particles; to the hazards of carbon monoxide gas; to the hazard of working under and around equipment; to street and highway traffic.

OTHER:

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform the essential functions.

AUTOMOTIVE MECHANIC HELPER (Continued)

QUALIFICATIONS:

Graduation from high school, or successful completion of a recognized high school equivalency examination.

Successful completion of an approved educational program in automotive maintenance.

Successfully complete all testing requirements related to this classification.

Must be able to demonstrate a general working knowledge of equipment and lubrication.

Must demonstrate a definite aptitude for advancement in more skilled work. (Must successfully complete the Fleet Services hands-on skills test within the first year of employment.)

Must accept promotion to 2801 job classification when offered and qualified.

Must be cautious and careful, be active and able-bodied and have average physical strength and endurance.

Must be a competent operator of equipment and be able to qualify for chauffeur's license.

Must obtain and maintain a valid Class (A) CDL license with HAZMAT endorsement.