

City & Borough of Wrangell

Position Description

Position: Temporary Mechanic's Assistant	Position Number:
Department/Site: Public Works	FLSA:
Evaluated by: Director of Public Works	Salary: DOE

Summary

Performs vehicle maintenance services. Performs a variety of work in the repair and maintenance of light duty automotive equipment.

Distinguishing Career Features

The Temporary Mechanic's Assistant is responsible for performing a full range of light-duty equipment maintenance under the direction of the Mechanics.

Essential Duties and Responsibilities

- Assists in verifying drivers' comments and/or road tests vehicles to assist in determining causes of unusual engine noises and/or vibrations, unusual exhaust color, odor, or sound, or other indications of problems.
- Assists with repairing, changing and balancing of wheels.
- Assists with replacing fluids.
- Assists with the repairs of vehicle body parts, panels, components. Applies paint to vehicles.
- Assists in inventory maintenance.
- Maintains records of repair and maintenance work, recording dates, labor, and parts costs.
- Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.

Qualifications

▪ Knowledge and Skills

- Requires general knowledge of the practices in maintaining vehicles and light equipment.
- Requires general knowledge of operating characteristics of vehicles.
- Requires skill in using hand tools.
- Requires sufficient skills to organize and prioritize work.
- Requires sufficient writing skills to maintain vehicle records. Requires sufficient math skill to read, record, and compute precise measurements.
- Requires sufficient human relation skills to exchange information.

▪ Physical Abilities

Incumbent must be able to function indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature. Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reach from awkward positions using hand-eye coordination to insert parts, and climb and balance. Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.

▪ Working Conditions

Work is performed indoors and outdoors where significant safety considerations exist from physical labor, moving equipment, and temperature and noise extremes.