

**CITY OF COVINGTON
POSITION DESCRIPTION**

Class Title: **Mechanic's Assistant**
Department: Public Works/Utilities
Division: Maintenance
Performance Appraisal:

Date: October 17, 2022
Grade Number: GR - 4
FLSA: Non-Exempt

GENERAL PURPOSE: Performs servicing and mechanical repairs of vehicles and mechanical equipment of the City.

SUPERVISION RECEIVED: Works under the immediate supervision of the Maintenance Foreman, Maintenance Mechanic, and Maintenance Manager.

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Keeping a safe and clean workplace.

Assists in the repairs of gasoline, and diesel fuel equipment.

Uses test equipment as needed.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Assists in the repairs of brake, engine, electrical, fuel, hydraulic, transmission ignition, air, exhaust, axle assemblies and related systems.

Performs related tasks as assigned by supervisor.

PERIPHERAL DUTIES: None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) graduation from high school or GED equivalent, and
- (B) some training and experience in mechanics, maintenance, or a closely related field, or,
- (C) any equivalent combination of education and experience which demonstrates the capability to perform the essential duties and responsibilities of the position.

Necessary knowledge, Skills, and Abilities:

- (A) Working knowledge of automotive mechanics; knowledge of occupational hazards and safety precautions of the trade; some knowledge of the operation and repair methods

of a wide variety of construction equipment and machinery; knowledge of the use and operation of gasoline and diesel fueled engines.

(B) Skill in operation of the listed tools, machinery, and test equipment.

(C) Ability to repair automotive equipment and machinery; establish and maintain effective working relationships with employees, supervisors, vendors, and the public; ability to understand and carry out written, oral, and diagram instructions.

SPECIAL REQUIREMENTS: Valid State Driver's license, or ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and heavy and light equipment, power hand tools and equipment, mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; telephone, mobile radio, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and walk and sit. The employee is occasionally required to hear and talk.

The employee must constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Medical evaluation (physical) and drug screen required of selected applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Employee Signature/Date

Supervisor Signature/Date

Department Director Signature/Date