

EQUIPMENT REPAIR ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: An Equipment Repair Assistant performs routine tasks involved in repairing and maintaining automotive equipment. An employee in this class assists mechanics and other skilled workers in the maintenance and repair of light- and heavy-duty vehicles and automotive equipment, and performs cleaning and maintenance work in the shop area. As workload permits, and for training purposes, a more experienced employee may be involved in performing scheduled preventative maintenance services or assisting mechanics with repair work. This class is responsible for performing related work as required.

Distinguishing Features: This class is an entry-level position and supervision progresses over time, from close to more general supervision. Employees are required to use appropriate safety equipment and procedures in performing assignments. An Equipment Repair Assistant reports to a Shop Foreman or a Shop Supervisor who review work through conferences, the observation of work in progress, and a review of the final product. Employees may be assigned a shift, which includes nights, weekends, and holidays. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to one year of full-time employment in servicing and repairing motorized equipment.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification (by assignment).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. Certain positions within this class are subject to DOT Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382 (by assignment).

Preferred/Desirable Qualifications. The following Automotive Service Excellence (ASE) certifications must be obtained within 18 months of hire or promotion into this class: Brakes A-5, Brakes T-4, Supervision & Strategy T-5, and Preventative Maintenance Inspection T-8.

ESSENTIAL FUNCTIONS

Communication: Communicates with management, other City employees, vendors, and the general public in order to follow verbal and/or written instructions, and to establish and maintain effective working relationships. Prepares repair order work summaries to inform management of the status of assigned work.

Manual/Physical: Assists journey-level mechanics in lining brakes, installing hydraulic cylinders, checking drive train components, and performing preventative maintenance tasks. Performs minor repairs and service on vehicles such as replacing fan belts and filters, cleaning parts, replenishing oil, changing batteries, and steam cleaning engines. Responds to road calls. Operates vehicles and equipment requiring a standard Arizona Driver's License while test driving vehicles, and picking up and delivering vehicles and parts (by assignment). Operates power-driven machinery, such as buffers, air wrenches, drills, saws, grinders, etc. Uses common hand tools, such as hammers, screwdrivers, saws, etc. Maintains simple records. Inspects and evaluates vehicles and working conditions to determine compliance with established safety and operating procedures and applicable federal, state, and local regulations. Detects unsafe working conditions (i.e., backup warning devices, smoke and toxic gas fumes, etc.) associated with the repair of automotive equipment. Distinguishes colors (i.e., working with electrical wires). Exercises care in using cleaning materials and fluids in cleaning work areas and equipment. Uses a respirator when performing duties requiring exposure to hazardous fumes and/or when working in a confined space. Moves automotive parts and equipment weighing up to several hundred pounds for distances of up to 1,000 feet using a forklift or other suitable lifting device. Works at elevated levels (up to 75 feet when checking man-lift equipment operation) and in small, cramped areas in performing repairs. Meets scheduling and attendance requirements.

Mental: Resolves operational problems in accomplishing assigned tasks. Performs statistical computations in checking the tolerance factors of component parts. Understands verbal and/or written instructions. Comprehends and makes inferences from written material. Prioritizes, plans, and organizes own work assignments. Learns job-related material through on-the-job training.

Knowledge/Skill/Abilities:

Knowledge of automotive equipment, including the fuels, lubricants, and standard tools and equipment commonly used in the repair and maintenance of vehicles.

Skill in the use and care of the tools and equipment involved in servicing vehicles and motorized equipment.

Ability to:

assist journey-level mechanics in maintenance and repair work;
perform minor repairs and service on vehicles and equipment;
maintain simple records;

carry out verbal and written instructions;
work effectively with coworkers;
perform all physical requirements of the class; and
establish and maintain effective working relationships with management and coworkers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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SWORN-No