

City of Mesa – Fleet Services

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, an Equipment Repair Assistant may help a more experienced employee 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. A minimum of 6 months of full-time employment in servicing and repairing motorized equipment.

Special Requirements. Must provide own basic hand tools and rollaway box within one year of hire or promotion date. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

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.

Preferred/Desirable Qualifications. More than one year of experience in semi-skilled work in an equipment repair shop or automotive garage. Experience assisting mechanics with automotive or truck repairs and completing Preventative Maintenance tasks on various equipment. The knowledge and ability to safely complete minor shop repairs such as: replace air hoses, crush oil filters, repair portable cooler, and repair miscellaneous shop equipment. Formal educational classes on automotive/truck technology and repairs is also highly desirable.

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 Class D Arizona Driver's License while test driving vehicles and picking up and delivering vehicles and parts. 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 (example: backup warning devices, smoke, and toxic gas fumes, etc.) associated with the repair of automotive equipment. Distinguishes colors (example: working with electrical wires). Exercises care in using cleaning materials and fluids in cleaning work areas and equipment. 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.

Revised 7/25

KK/lv/sb

CS3316.DOCX

EEO-S/M

JOB FCTN-MEC

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 41

IND-8380

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 81-200