



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 546.1

Job Title: **MECHANIC HELPER**

Pay Grade: 5

GENERAL SUMMARY:

Assists with the performance of preventative maintenance and repairs of limited complexity to City vehicles and equipment.

RESPONSIBILITIES:

- Assists in performing preventive maintenance activities to vehicles and equipment including but not limited to oil and filter changes, servicing of lubricant and fluid levels, component wear inspection, and systems testing.
- Assists with vehicle and equipment systems testing and diagnoses of operating issues.
- Assists with the replacement of failed vehicle and equipment components.
- Assists in performing vehicle body and paint repairs as well as component upfit and make ready.
- Assists in monitoring inventory levels of equipment, supplies, and tools.
- Performs delivery services as needed.
- Services vehicles and equipment as needed.
- Orders parts and updates/completes work orders according to standard operating procedures.
- Uses tools and equipment such as electronic and mechanical diagnostic equipment, tire changers, bench grinders, pressure washers, hoists, jacks, and a variety of hand and power tools.
- Maintains a clean and safe work environment. Performs housekeeping duties. Observes environmental and hazardous material procedures. Works safely and follows all safety procedures.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read and understand

- Service, repair, and parts manuals,
- Mechanical diagrams,
- Safety and hazardous materials communications.

SPECIFICATIONS: (continued)

Basic math and computer skills required.

Good problem-solving skills.

Education Requirement: 9th grade achieved (minimum)

Driver's License Requirement: Valid Texas Class C.

Must comply with the City of Houston's policy on driving.

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs.

Work is typically performed under close supervision and within standard operating procedures.

Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture, air pollution, chemical gases, and substances.

The position may involve periodic exposure to physical trauma of a minor nature such as cuts, bruises, and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

Performs related work as required. All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Mechanic Helper
- Mechanic I
- Mechanic II
- Mechanic III
- Mechanic IV
- Shop Manager

Effective: October 1990

Revised: April 2022