



WHITESBORO

TEXAS

Title: Mechanic Assistant
Department: 40 Support
Salary Range: \$35,360 – 39,624

DEFINITION:

Assist the mechanic in creating and updating the list of assets for the city, maintaining and repairing the City of Whitesboro vehicles and equipment as needed, ordering the necessary supplies and tools to perform the job duties in an efficient and effective manner. You will aid in the overall functioning of the repair shop working alongside other mechanics and have the opportunity to enhance your skills and knowledge in the field.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the City Mechanic.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Assist with the inspection of engines, tires, and body of all vehicles and equipment
- Assist with the inspection of all mechanical components for all vehicles and equipment
- Assist with the disassembling and reassembling of all engines and/or parts necessary to perform repairs and/or maintenance
- Perform routine maintenance on all vehicles and equipment including, but not limited to, lubrications, changing of fluids, or replacing brakes.
- Assist the mechanic on all repairs and tasks as needed
- Operate tools and equipment under the guidance of the mechanic.
- Clean and organize work areas, tools, and equipment
- Follow all safety protocols, procedures, and/or guidelines to prevent accidents and injuries.
- Any other duties or responsibilities as assigned by the mechanic or city administrator.

QUALIFICATIONS:

Knowledge of:

- Automotive and/or equipment maintenance and repairs
- High School Diploma or GED
- Have the physical strength and dexterity to handle heavy equipment, tools and parts.

Ability to:

- Operate hand tools and power tools regularly and daily

- Organize and prioritize work assignments with minimal supervision.
- Follow instructions and learn from others
- Work as a team and work effectively with others
- Communicate well verbally and in writing
- Must pass a pre-employment drug screen, physical agility test, criminal background check and a MVR check
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EXPERIENCE AND TRAINING GUIDELINES

- Must be able to obtain the Emergency Vehicle Technician certification within 2 years of employment.
- Must pass a pre-employment drug screen, physical agility test, criminal background check and a MVR check
- Must possess a valid State of Texas Driver's License

PHYSICAL DEMANDS:

The physical demands 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.

- Requires ability to spend time driving from site to site and getting in and out of vehicle throughout the day.
- Ability to hear sufficient to communicate and hear safety warnings.
- Frequently required to lift, push, or pull up 60 pounds.
- Frequently walk, stand or sit for long periods of time.
- Frequently required to stand, climb or balance; and stoop, crouch, or crawl for long periods of time.
- Must be able to work in extreme cold and hot weather, as needed.

WORK ENVIRONMENT:

- Typical work day is performed indoors and outdoors.
- Noise level indoors is usually moderately quiet.
- Portion of the work day may be performed outdoors and may be subject to construction hazards and is occasionally subject to dirt, dust and adverse weather conditions including extreme heat, cold and humidity.
- This position does not supply a company vehicle, cell phone, or remote option to work.