

MECHANIC HELPER (DIESEL)

\$13.67 - \$16.15/hour DOE

Department: Garage

The City of Cayce is accepting applications for the position of Mechanic Helper. Responsible for repairing brakes and tires, water and fuel pumps and performing other minor diesel services. Performs entry-level skilled tasks in the maintenance services as necessary. Reports to the Fleet Maintenance Manager.

Requirements include: HS Grad/GED, vocational or technical training in automotive mechanics, or any equivalent education or training with 1-2 years experience. Must have own hand tools.

Excellent benefits package that includes State Retirement and paid health insurance. Applications are available on the city website: www.cityofcayce-sc.gov **A valid South Carolina Driver's License with a good driving record is required. Must provide DMV record at time of first interview. Application required. E.O.E.**

**CITY OF CAYCE
CLASS DESCRIPTION
2010**

CLASS TITLE: MECHANIC HELPER

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide minor mechanical repairs to the City's vehicles. The class is responsible for repairing brakes and tires, water and fuel pumps, and performing other minor diesel service. Under direct supervision performs entry-level skilled tasks in the maintenance services as necessary. Reports to the Fleet Maintenance Manager.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Maintains all Public Safety vehicles and/or utilities, parks, and sanitation vehicles as assigned; performs efficient service and/or repair ensuring consistency of operations; may assist with maintenance work on other City vehicles as needed

Inspects tires for punctures and thread depth; balances and repairs tires; services brakes, water and fuel pumps, and starters; performs tune-ups; maintains tire inventory.

Performs general repair of all types of gasoline and diesel engines.

Operates several types of equipment, including but not limited to a fork lift, specialized mechanic's tools, car lift, air compressor, mobile radio, welding torch and electric and mig welder, etc.

Performs general preventative maintenance on diesel equipment such as checking fluid levels, tire pressure, etc.; ensures that same are kept clean and in proper operating condition.

Performs a variety of small electrical repairs; may perform repairs to and/or services to all truck and automobile tires.

Responds to some field service calls performing repair work as necessary.

Maintains a clean shop and surrounding area at all times observing safety rules and precautions; cleans equipment and shop area.

Completes work order requests as assigned by supervisor

INVOLVEMENT WITH DATA, PEOPLE AND THINGS

DATA INVOLVEMENT:

Requires comparing or inspecting items against a standard.

PEOPLE INVOLVEMENT:

Requires speaking to people to convey or exchanging information of a general nature.

CLASS TITLE: MECHANIC HELPER

INVOLVEMENT WITH THINGS:

Requires repairing machinery that requires some experience such as trucks.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures but with frequent problems.

MATHEMATICAL REQUIREMENTS:

Requires performing addition and subtraction, multiplication and division.

LANGUAGE REQUIREMENTS:

Requires reading routine sentences, instructions, regulations, procedures, or work orders; writing routine sentences and completing routine job forms; speaking routine sentences using proper grammar.

MENTAL REQUIREMENTS:

Requires performing manual tasks requiring a wide range of procedures; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school or GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid South Carolina class 1 driver's license with a good driving record.

EXPERIENCE REQUIREMENTS:

Requires 1-2 years experience in automotive mechanics and diagnostic skills or a related area or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires medium to heavy work that involves walking, standing, stooping, lifting, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on a occasional basis.

CLASS TITLE: MECHANIC HELPER

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollens, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors and moving machinery.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Requires very few decisions, affecting only the individual; works in a very stable environment with clear and uncomplicated written/oral instructions.

ADA COMPLIANCE

The City of Cayce is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

SOUTH CAROLINA RETIREMENT SYSTEMS

Belongs to the South Carolina Retirement System.