Mechanic Apprentice

General Job Description

Under the immediate supervision of the Public Works Mechanic, the Mechanic Assistant performs a variety of tasks involved in the maintenance and repair of the automotive fleet and small equipment. This includes performing intermediate skilled work, inspecting and servicing equipment, assisting with ordering and obtaining necessary parts and supplies, and executing other duties as assigned or required. The employee must strictly abide by all safety rules and regulations.

Essential Tasks

Perform repairs and maintenance on small engines and various other equipment.
Inspect and service automobiles, trucks, and other equipment.
Assist in cleaning equipment, hand tools, and trucks.
Troubleshoot and repair electrical controls and motors.
Change and repair tires, and respond to service road calls.
Tow broken-down vehicles.
Assist with loading and unloading warehouse supply trucks.
Remain on stand-by or on-call (waiting to be engaged to work) when necessary.
Follow all established safety rules and regulations.
Operate department equipment safely and efficiently.
Perform other related duties and responsibilities as assigned by the supervisor.

Minimum Qualifications

Education & Experience: A high school diploma or GED, plus six (6) months of relevant experience or closely related duties and responsibilities.
Licensing: A valid Texas Class C Driver's License is required.
Technical Knowledge: Basic knowledge of hand tools to perform normal work as assigned.
Physical Requirements: Ability to perform heavy manual labor under environmental conditions involving extremes of heat and cold.
Core Competencies:
Ability to follow orders and work efficiently and productively.
Ability to operate department equipment safely and effectively.

Physical Demands

The physical demands described are representative of those required for successful performance of this job:

- Frequently required to stand, walk, bend, crouch, climb, kneel, and reach.
- Must be able to lift, push, and pull up to 75 pounds.
- Must be able to work in confined spaces
- Must be able to operate hand tools, power tools, and heavy equipment.
- Must have the ability to wear required PPE, including respirators when necessary.

This job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employee