

# Uintah County

## Job Description



<b>Title:</b>	Mechanic Helper	<b>Code:</b>	709
<b>Division:</b>	Road Shop	<b>Effective Date:</b>	3/07
<b>Department:</b>	Road	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	2

GENERAL PURPOSE

Performs a variety of **unskilled duties** as needed to assist in the **general upkeep of the road shop and assist mechanics as requested.**

SUPERVISION RECEIVED

Works under the close to general supervision of the Shop Foreman or Mechanic(s).

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists mechanics on various projects; checks inventory of parts requested; reports inventory status and may runs for parts.

Performs general housekeeping of the shop; cleans spills, cleans and puts away tools; sweeps, etc.

Monitors heating oil during winter months to ensure proper burning and climate control.

May assist mechanics with routine projects; may assist with tire changing and flat repair.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Sufficient education to demonstrate an aptitude to perform above duties;
  - AND
  - B. Sufficient experience to demonstrate the ability to perform above duties.
2. Required Knowledge, Skills, and Abilities:
 

**Some knowledge of** basic maintenance functions, custodial methods and practices; cleaning chemicals; etc.

**Ability to** read and interpret basic instructions; communicate effectively, verbally, and in writing; establish and maintain effective working relationships with employees of the department.
3. Special Qualifications:
 

None.
4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking. Occasional travel in automobile may be required in job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
 (Employee)