



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
MECHANIC ASSISTANT
Classification Specification
(Part-Time/Non-Classified)

JOB SUMMARY

Under supervision, assists Mechanics in servicing, adjusting, performing minor repair and preventative maintenance of City vehicles and equipment.

SUPERVISION RECEIVED

The Mechanic Assistant works under the supervision of the Master Mechanic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Mechanic Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Support experienced mechanics in routine maintenance and repairs of city-owned vehicles such as fleet, police cars, and various types of heavy equipment.
- Perform oil changes, lubricate vehicles, tire rotations and other basic services tasks under direct supervision.
- Check mechanical equipment such as batteries, fan belts, air and oil filters, wiper blades, headlights, lamps, tires, and tubes.
- Assist in diagnosing mechanical issues by using diagnostic tools and equipment.
- Maintain shop and equipment in a clean orderly fashion.
- Assist in maintaining an organized inventory of parts and supplies.
- Cleans and washes equipment and vehicles using steam cleaning and other tools.
- Maintains and keep accurate records to ensure that all the equipment and vehicles are receiving periodic maintenance.
- Reports any defects in equipment or vehicles to the appropriate source for repair or adjustment.
- Input data into the computerized maintenance management system (CMMS).
- Retrieve and deliver vehicles, equipment and parts as needed for repairs and maintenance tasks.
- May assist the Equipment Mechanic II or III in making minor and major repairs when needed.
- Adhere to safety protocols and guidelines in all maintenance and repair activities
- Communicate effectively with supervisors and other departmental staff.
- Performs other duties as necessary and required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- High school graduation or equivalent.

- One (1) year full-time paid experience in servicing a variety of automotive equipment is preferred.
- Basic knowledge of automotive and equipment maintenance.
- Ability to work well in a team environment.
- Physical ability to lift and move heavy equipment and tools.

Licenses, Certificate and/or Special Requirements

- Possess a valid California Class C driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Successfully pass a medical and fingerprint screening.

QUALIFICATION

Knowledge, Skills, and Abilities

- Knowledge of tools, equipment and procedures used in the maintenance and repair of equipment and vehicles;
- Knowledge of automotive equipment lubricating systems, chassis and body parts.
- Knowledge of pertinent laws, codes, safety orders and safe work practices related to equipment operation and maintenance
- Knowledge of various techniques to repair gasoline equipment and related components.
- Ability to repair and replace tires and wheels, knowledge of automotive oils, greases, and other lubricants, as well as, their use and storage.
- Ability to safely operate city owned vehicles and equipment
- Ability to keep inventory of stock and the ordering of supplies
- Ability to follow oral and written communications.
- Ability to maintain accurate and detailed records.
- Ability to maintain simple and accurate records and logs.
- Ability to use a variety of hand, power tools, and equipment.
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relations with the general public and City staff.
- Ability to read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.
- Ability to absorb data, learn and apply procedures required to perform a full range of required tasks.
- Be available (on-call) for emergency responses as necessary.

TOOLS AND EQUIPMENT USED

Tool chest; complete and thorough set of light and heavy-duty hand and air operated tools; test gauges; volt/ohm meters.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the required duties of this job, the employee is required to sit, stand, stoop or bend for up to two hours, talk,

hear, walk; reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls. The employee may lift objects up to 85 pounds or push objects up to 100 pounds. At times the employee may work in inclement weather or under adverse conditions (tight spaces, etc.). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

Office conditions: this position requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as drafting, data entry and the use of calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability.

Shop conditions: work is regularly performed indoors in a mechanic shop environment. Work is performed around moving objects, vibration, noise, dirt, dust, chemicals, odors, oil, and flammable gases, and slippery surfaces. Physical demands include walking, standing, stooping, some heavy lifting, reaching, climbing and hand and eye coordination.

WORK ENVIRONMENT

Depending on the assignment, work may be regularly performed indoors or outdoors. Seasonal exposure to various weather conditions, slippery surfaces, high elevations, cramped positions, noise and vibrations are factors encountered. On a regular basis the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. This position may occasionally be required to work on weekends or evenings.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA PART-TIME
Civil Service Status: Non-Classified

Created: 01/19/2024
CSC Approved: N/A