



VACANT POSITION

Job Title: Mechanic Helper
Department: Mechanic
Reports To: Mechanic Manager
FLSA Status: Non-Exempt-\$12.84
Full Time Position, Full Benefits
Open until filled

General Definition of work:

The Mechanic Maintenance Helper Assistant with the maintenance of District's light and heavy machinery and equipment as well as generators, hydraulics systems, vehicles, gas and diesel engines. Ensures compliance with all environmental agencies.

Duties and Responsibilities:

- Maintains heavy machinery, equipment, vehicles and assist in all maintenance duties.
- May assist with the service records for maintenance on heavy machinery, equipment, and vehicles on vehicles individual folder.
- Assist mechanic in the repairs of Laguna Madre Water District (LMWD) units.
- May prepare and work on tasks, delegated to him by the Assistant Manager or Manager.
- Performs oil changes to the LMWD units.
- Replaces tires, brakes, suspension part as needed and air conditions on units.
- Follows the operational and procedural activities. Prioritize and coordinate sectional activities and verifies work.
- Enforces personnel rules, regulations and work standards. maintains harmony, and work on reports as needed.

This class performs related duties as required

Skills and Competences

To perform the job successfully, an individual should demonstrate the following competencies:

- Knowledge of Microsoft office.
- Ability to speak, write and read the English language.
- Ability to research, evaluate and analyze new techniques, methods, and procedures.
- Ability in establishing and maintaining healthy working relationships.

Education and Qualifications and Certifications

- Must have a High School diploma or GED from an accredited school.
- Knowledge necessary to understand the basic operational, technical, or office process.
- At least two (2) years' experience in the mechanical/maintenance field is preferred.
- Must obtain a commercial Driver's License within 6 months of employment.

Physical Requirements

Physical requirements include occasional lifting/carrying of up to 50 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, walking, kneeling, and stooping to perform the essential functions. Working conditions are inside and outside of an office environment.

The physical demands described 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.