

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

MECHANIC HELPER

DEFINITION

Under immediate to general supervision, performs unskilled to semi-skilled work, in the capacity of a trainee, assisting journey-level mechanics in the repair and maintenance of state owned vehicles and equipment; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists an Auto Mechanic to maintain and repair automobiles, trucks, tractors, loaders, maintainers, snow blowers, generators, air compressors, etc.

Performs independent standard repair tasks such as replacing brake shoes and relining brakes, replacing, fuel injectors, carburetors, fuel tanks, distributors, alternators, lights; dismantling, repairing, and assembling automotive parts under the supervision of a journey-level mechanic.

Assists an Auto Mechanic to inspect, repair and overhaul transmissions, differentials, front and rear axle assemblies and ignition systems; repairs and installs hydraulic controls; tunes motors using standard testing equipment. Dismantles, repairs and reassembles air compressors, hydraulic jacks, pumps, cylinders and related equipment.

Learns to inspect, repair, overhaul and assemble automotive electric components such as alternators, distributors and starters.

Makes minor repairs to mowers, snow plows, wings, sander and spreader boxes, and other related equipment; sandblasts and paints equipment.

Assists in mounting and installing hydraulic pumps, power takeoffs, dump bodies, dump box control units, and lights on vehicles.

Performs service work on automotive equipment including washing vehicles; changing oil, tires, filters, water pumps, fuel injectors, belts, and exhaust systems; checks batteries, tires, belts, etc.; repairs/replaces parts and components as necessary.

Maintains vehicle service records and stock inventory records of parts.

Assists in welding and modifying equipment and fabricating parts; assists in sandblasting and painting equipment; assists in installing truck bodies, lights, light brackets, mirrors, decals and other accessories.

Ensures equipment is safe and properly maintained for use on highways and other work areas.

Learns to use a computer to track equipment maintenance, diagnose problems, request parts and supplies, and to receive new equipment, complete inventories and report maintenance/repair activities to gather information for diagnostics, engine performance, brake and fuel systems.

Performs service work in the undercoating of newly-acquired vehicles.

Assists in the fabrication of equipment, such as modifying and welding snow plows, wing assemblies, frame components, etc.

Checks and replaces equipment according to preventive maintenance schedules.

Inspects, services, and repairs electrical, hydraulic, and pneumatic systems by adjusting or replacing whole assemblies or accessories and instruments associated with such systems.

Operates tractors, dozers, loaders, trucks, graders and snowplows as necessary to perform highway maintenance.

COMPETENCIES REQUIRED

Knowledge of the standard methods, materials, tools and equipment used in state equipment maintenance.

Knowledge of specialized highway maintenance equipment and a variety of heavy-duty and/or public works equipment, including its operation and use.

Knowledge of the occupational hazards, safety precautions and proper use of heavy equipment operations and materials handling.

Knowledge of department policies, procedures and regulations pertaining to equipment maintenance, record keeping and reporting requirements.

Knowledge of welding and design principles and practices related to highway maintenance equipment.

Knowledge of the operating principles of gas and diesel engines, hydraulics, electrical and electronic systems.

Knowledge of special tools, precision instruments and equipment needed to maintain vehicle fleet.

Working knowledge of snow and ice principles and of the effects of de-icing equipment on vehicles.

Ability to read and write English and to read, understand and apply information found in technical manuals, CD-ROMS, parts books and other resources, and to communicate with customers on the status of equipment.

Ability to work out-of-doors in all types of weather conditions.

Ability to lift and load items weighing up to 95 pounds to the height of 55 inches above the ground.

Skill in the operation of hand tools, power tools and light or heavy maintenance equipment.

Skill in operating computers and related software applications to record and receive data.

Ability to apply personal ethical standards such as honesty, responsibility, and trustworthiness, required to be a productive employee.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to work cooperatively with others as part of a team.

Ability to establish and maintain effective working relationships with others in order to ascertain information relative to equipment malfunctions or modification.

Ability to diagnose and repair most mechanical malfunctions in automotive equipment.

Ability to organize assigned work and develop effective work methods.

Ability to weld, fabricate and modify equipment.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to one year of full-time work involving the service or repair of cars or trucks;

OR

nine months of approved post high school training in automotive, or diesel mechanics may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Positions in this job class in the Department of Transportation must possess a valid Commercial Driver's License Instruction Permit upon hire. Within 14 calendar days following appointment, a valid Class A or B Commercial Driver's License must be obtained with air brake and other required endorsements in order to continue employment.

NOTE

All of the following apply to Department of Transportation positions only:

In conjunction with Title 49 of the Code of Federal Regulations (parts 391 & 40), this job requires a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program.

After accepting an offer of employment, all persons are required to have a physical examination by a doctor of choice verifying the physical ability to perform the duties described.

Employees must be available to travel and may be required to stay away from home overnight during assignments.

Employees must respond to emergency conditions requiring them to be able to report within a 30-minute time period under normal driving conditions to their assigned facility.

Effective Date: _____ 09/04 _____ BK