

Class Code: 4312
Effective: 7/21/06
Reviewed: 2/1/2018

FLEET MECHANIC HELPER

PURPOSE AND NATURE OF WORK

Position is responsible for assisting Fleet Mechanics in the maintenance, repair, and servicing of a variety of automotive and heavy equipment, such as keeping mechanics supplied with materials, tools, and shop supplies, cleaning working areas and equipment, and performing routine maintenance. The degree of difficulty and responsibility for the completion of assigned tasks becomes more complex as the incumbent's skill level increases. Position reports to the Fleet Mechanic Supervisor and receives direction and guidance from a Fleet Mechanic.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists in the maintenance and repair of automobiles, buses, trucks, tractors, light and heavy construction equipment and related equipment. Performs lubrication and other services, including changing oil and filters, tire changes, replacing and tightening of auxiliary belts, draining and flushing radiators, and checking batteries. Replaces radiator hoses and other minor parts. Installs minor auxiliary equipment such as headlights, taillights, and windshield wipers. Removes and replaces air filters, fuel filters, hydraulic filters, etc. Assists in repairing vehicles brake systems. Removes and replaces spark plugs. Assists in the recovery and/or repair of stalled vehicles or equipment. Cleans tools, materials, equipment, and work area.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of common tools and techniques used in automotive repair and maintenance work.

Some knowledge of the occupational hazards and safety precautions associated with automotive service work.

Ability to understand and follow simple oral and written instructions.

Ability to obtain a valid Louisiana driver's license.

Skill in the use of hand tools.

Skill in operating automotive vehicles.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school, some experience in elementary mechanical repair, and maintenance work; or an equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a valid Louisiana Driver's License.