**City of Rock Springs**

**Job Description**

**POSITION TITLE**: Mechanic Helper

**DEPARTMENT: Parks & Recreation – Wataha Rec Area**

**SUPERVISOR:** Facility Maintenance Supervisor

**GENERAL:**

The employee will support the City of Rock Springs *mission “To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient, and productive form of government, while promoting an enhanced quality of life, open communications, and economic growth.”*

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and the City of Rock Springs.

**JOB SUMMARY:**

Mechanic Helper provides support to the Facility Maintenance Supervisor in performing and completing mechanical tasks related to areas of duty to include: equipment, buildings and mechanical stations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs a variety of duties including, but not limited to:

1. Assist in the implementation of goals and objectives; identify maintenance problems and areas; providing equipment maintenance and facility repairs; implement policies and procedures.

2. Ability to perform maintenance of all equipment to include: repair and preventive maintenance.

3. Follow written and oral direction in the completion of assigned duties. The ability to work independently and well as with others.

4. Ensure that tools, equipment and vehicles are safely operated, maintained, and secured when not in use.

5. Proficient use of hand and power tools, to include tools utilized: in equipment repair, construction, and plumbing.

6. Assist in a full range of skilled maintenance duties including all aspects of equipment repair, electrical, plumbing, carpentry, and related duties; repair electrical, heating, and plumbing systems, fixtures as needed.

7. Ability to perform the most maintenance and repair duties in the area of work assigned.

8. Perform related duties and responsibilities as assigned.

**ABILITIES AND REQUIREMENTS**

Has the knowledge, skills and ability to:

1. Understand operations, services and activities of an equipment maintenance program to include gas and diesel engines, brake systems, hydraulics, grinding and electric.

2. Apply materials, methods, practices, and equipment used in repair of maintenance and repair of assigned area.

3. Understand occupational hazards and standard safety precautions necessary in the work.

4. Ensure safe driving principles and practices.

5. Operate a wide variety of equipment and tools used in equipment and building maintenance in a safe and effective manner.

6. Operate modern office equipment including computer equipment and specific applicable programs as directed.

7. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

8. Maintain machinery and equipment used in the area of work.

9. Ability to independently perform most maintenance and repair duties in the area of work assigned.

10. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

11. Perform heavy manual labor for extended periods of time in all types of weather.

12. Ability to communicate clearly and concisely, both orally and in writing.

**EXPERIENCE AND TRAINING**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

 **Experience:**

Work history in equipment maintenance and repair. General understanding of building maintenance and experience including, HVAC, electrical, plumbing and construction.

 **Training:**

Equivalent to a high school diploma supplemented by experience in equipment maintenance and repair

 **License or Certificate:**

 Possession of, or ability to obtain, an appropriate, valid driver's license.

 Possession of CPR and First Aid Certificates.

**PHYSICAL DEMANDS**

*Essential duties require the following physical skills and work environment:*

The employee frequently is required to stand, walk and sit. The employee may be regularly required to grasp, handle and reach with hands and arms. The employee may occasionally be required to climb or balance, stoop, kneel, crouch, and crawl. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 50 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions hot, wet, or cold, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending upon working conditions. The employee may need to be available and perform shift work, on-call, standby, and emergency calls.

**ACKNOWLEDGEMENT:**

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee Date

Signature of Supervisor Date

Effective Date:November 1, 2000

Revised: June 7, 2022 (Res. 2022-72)