Title: Mechanic Assistant

Reports to: Mechanic Supervisor

Terms of Employment: 12 months

Salary: Pay Grade 59

Qualifications:
- Graduation from High School or equivalency
- Considerable experience in the repair and maintenance of automotive equipment
- Valid North Carolina Driver’s License

Supervises: None

Essential Job Functions:
1. Performs intermediate skilled work maintaining and repairing automotive fleet and small equipment
2. Performs repairs and maintenance of small engines and various other equipment
3. Inspects and services automobiles, trucks, and other equipment
4. Changes and repairs tires and responds to road service calls
5. Performs tune-ups on cars, trucks, tractors, and small engines
6. Diagnoses heating and air conditioning systems and makes repairs
7. Troubleshoots and repairs electrical controls and motors
8. Inspects suspension and exhaust systems and makes repairs
9. Assists in the overhaul and replacement of major drive chain components such as engines, transmissions, etc.
10. Assists in ordering and obtaining necessary parts and supplies
11. Fuels, washes, and cleans administrative vehicles
12. Assists in coordinating the use of administrative vehicles
13. Assists with loading and unloading of warehouse supply trucks
14. Tows broken-down vehicles
15. Performs welding services as needed
16. Assists with maintenance on school vehicles as time permits
17. Provides assistance to other crews as needed
18. Responds to after hour emergencies as requested
19. Performs other duties and responsibilities as assigned by supervisor
The major physical and cognitive requirements listed below are applicable to the **Mechanic Assistant** job classification within the Maintenance Department of Moore County Schools.

Work in this classification is considered **heavy physical work** requiring the exertion of 100 pounds of force occasionally and up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm’s length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment