

Bell County, Texas

**Job Description: 520
July 2001**

Job Title: Mechanic Helper Road and Bridge

Department: Road and Bridge
Immediate Supervisor Foreman

Brief Description of the Job: Performs minor repairs on County heavy equipment, assists the Foreman and order supplies

Essential Functions:

	*	**
1. Performs repair duties by changing tires on heavy equipment, assisting mechanic to make repairs and cleaning shop area.	60	M
2. Orders parts and supplies by filling out purchase orders and picking up parts and supplies ordered.	40	L

This information is intended to be descriptive of the key responsibilities of the position. The preceding examples do not identify all duties performed by any sing incumbent.

*Percentage of time

**Physical strength code: S-Sedentary

L-Light

M-Medium

H-Heavy VH-Very Heavy

PHYSICAL DEMANDS

Overall physical strength demands for this position: _____ *Sedentary* _____ *Light*
 _____ *Medium* X *Heavy* _____ *Very Heavy*

Physical Demands	Frequency Code	Description
Standing	F	Removing tires
Sitting	F	Driving, desk work
Walking	F	Around shop
Lifting	F	Parts, tires and supplies
Carrying	F	Parts and supplies
Pulling	F	Wrenches, tires
Pushing	F	Tires
Using fine dexterity	R	Computer keyboard
Reaching	F	For tools and parts
Kneeling	F	Changing tires
Crawling	O	Under equipment
Twisting	O	Changing tires
Climbing	O	Onto equipment
Balancing	O	On equipment
Seeing	C	Driving, making repairs
Hearing	C	Communicating with co-workers, listening to tire leaks
Talking	F	Communicating with co-workers
Using Foot controls	F	Driving

This is a description of the way this job is currently performed; it does not address the potential for accommodation

Frequency code: C-Continuously F-Frequently O-Occasionally R-Rarely N-Never

Machines, tools, equipment and work aids:

Hand tools, broom, cutting torch, welder, vehicle

ENVIRONMENTAL FACTORS

Dirt and Dust	D	Extreme temperatures	D	Noise and Vibration	D
Fumes and Odors	D	Wetness/humidity	D	Darkness/Poor lighting	D

HEALTH AND SAFETY

Mechanical hazards	D	Chemical hazards	D	Electrical hazards	N
Fire hazards	D	Explosives	N	Communicable diseases	N
Physical danger or abuse	N	Other (specify)			

Exposure to and frequency: D-Daily S-Seasonal W-Several times/week M-Several times/month

PRIMARY WORK LOCATION

Office environment		Warehouse		Shop	X
Vehicle	X	Outdoors	X	Other:	

Protective Equipment Required:**NON-PHYSICAL DEMANDS**

Time pressures	O	Emergency situations	R
Frequent change of tasks	F	Irregular work schedule/overtime	N
Performing multiple tasks simultaneously	R	Working closely with others/teaming	C
Tedious or exacting work	N	Noisy/distracting environment	F

Frequency codes: F-Frequently O-Occasionally R-Regularly

JOB REQUIREMENTS

Formal Education:

Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.

Experience:

Under and including one year of experience is required

Certifications and Other Requirements:

Valid Texas CDL and Class C Driver=s License

Supervision:

N/A

Contacts:

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.