

**Job Title: Mechanic Helper**

**Department:** Building Maintenance  
**Immediate Supervisor:** Assistant Director Building Maintenance

**BRIEF DESCRIPTION OF THE JOB:** Assists with the electrical, plumbing, HVAC, elevator and structural repairs for County facilities.

**ESSENTIAL FUNCTIONS:**

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

Percentage of Time      Physical Strength Code

1) Performs electrical repairs by assisting with the design, troubleshooting and documentation of various electrical systems, installing electrical systems in new construction and remodeled facilities, and performing repairs of all existing systems.	50%	M
2) Performs repairs on structural systems by assisting with the design, troubleshooting and documentation of repairs, installing systems in new construction and remodeled facilities and ordering materials.	20%	M
3) Performs repairs on plumbing systems by assisting with the design, troubleshooting and documentation of repairs, installing systems in new construction and remodeled facilities and ordering materials.	10%	M
4) Provides support to other departments by delivering, storing and destroying County documents, delivering and pickup election documents and voting machines, assisting with furniture auctions, repairing kitchen and laundry equipment and assisting with vehicle registration.	10%	M
5) Performs repairs on elevators by assisting with troubleshooting and repairing systems, completing documentation and ordering materials.	5%	M
6) Performs repairs on HVAC systems by assisting with the design, troubleshooting and documentation of repairs, installing systems in new construction and remodeled facilities and ordering materials.	5%	M
<b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b>		

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

\_\_\_\_\_ Sedentary    \_\_\_\_\_ Light      X   Medium    \_\_\_\_\_ Heavy    \_\_\_\_\_ Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

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

<b>Physical Demands</b>	<b>Frequency Code</b>	<b>Description</b>
Standing	F	Making repairs
Sitting	O	Desk work, meetings
Walking	F	To and from facilities
Lifting	F	Tools, equipment, parts
Carrying	F	Tools, equipment, parts
Pulling	F	Wires
Pushing	F	Wires, tool cart, welder, dolly
Using Fine Dexterity	F	Repairing small electrical items
Reaching	F	Making repairs
Kneeling	F	In crawl spaces
Crawling	F	In crawl spaces
Twisting	F	Working around equipment
Climbing	F	Ladders, roofs, elevator cars
Balancing	F	On ladders and roofs
Seeing	C	Observing repairs, reading
Hearing	C	Communicating with co-workers, listening to equipment
Talking	F	Communicating with co-workers
Using Foot Controls	F	Operating vehicle and sewer machine

**Machines, Tools, Equipment and Work Aids:**

Hand tools, electrical equipment, plumbing sewer machine, plasma cutter, welder, cordless tools, hammer drills

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

<b>ENVIRONMENTAL FACTORS</b>					
Dirt and Dust	M	Extreme Temperatures	M	Noise and Vibration	D
Fumes and Odors	D	Wetness/Humidity	M	Darkness or Poor Lighting	W

<b>HEALTH AND SAFETY</b>					
Mechanical Hazards	D	Chemical Hazards	W	Electrical Hazards	D
Fire Hazards	M	Explosives	Y	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

<b>PRIMARY WORK LOCATION</b>					
Office Environment	X	Warehouse	X	Shop	X
Vehicle	X	Outdoors	X	Other: Detention Center, Jail	

**Protective Equipment Required:**

Safety glasses, gloves, safety shoes, hard hat, rubber boots, rain coat, respirator mask

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

Time Pressures	O	Emergency Situations	O
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	C

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

### **Experience:**

Under and including one year experience is required.

### **Certifications and Other Requirements:**

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires occasional directing helpers, assistants, seasonal employees, interns or temporary employees.

## **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.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.