



St. Bernard Parish, Louisiana Classification Specification

MECHANIC I

Purpose of Classification:

The purpose of this classification is to perform a wide range of diagnostic, installation, maintenance and repair work on a variety of automotive, trucks and heavy mechanical equipment. This position is distinguished from a Mechanic II in that it requires less experience and generally more supervision. As more expertise is acquired, employees assist the Mechanic II in the performance of more difficult or complex tasks.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Repairs and replaces components in vehicle systems and heavy equipment such as ignition, brake, electrical, heating, cooling, fuel, and suspension systems.

Assists in disassembling motors, transmissions and other mechanical equipment.

Cleans various engine parts; assists in the reassembling of automotive equipment.

Troubleshoots and performs repairs using breakout boxes, engine analyzers, and electronic scan equipment; performs preventative maintenance, including changing oil and filters and checking fluids.

Maintains repair records of the amount of parts, fluids, labor, repair work, and mileage for each vehicle and/or equipment.

Performs work area cleanup, including cleaning and storing tools, and sweeping floors.

Makes emergency service calls, to effect repairs to equipment in the field.

Utilizes wrecker equipment to receive disabled vehicles.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High School Diploma or GED required; vocational/technical training in automotive and/or heavy equipment is a plus. Must have at least three years of work experience as a vehicle and heavy equipment mechanic; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Louisiana driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Ability to operate and repair a variety of vehicles and heavy equipment: automobiles, trucks, back hoes, forklifts, bull dozers, spreaders, loaders, street sweepers, busses, lawn machinery and equipment; machinery parts; Operation of towing equipment, dumps trucks, and other miscellaneous light and heavy equipment.

Environmental Factors Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, odors, wetness, and humidity, rain, temperature and animal/wildlife attacks.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.