

**Lehigh Acres Municipal Services Improvement District
Job Description**

Job Title: Assistant Mechanic I
Department: 2-Field/Canal Maintenance
Pay Grade: 7
Reports To: Field Operations Director
FLSA Status: Non-Exempt
Bargaining Status: Bargaining
Created By: Mike Cook
Created Date: February 5, 2009
Approved By: Board of Commissioners
Modified Date: May 15, 2017

SUMMARY: Maintains and repairs equipment, vehicles and facilities of the East County Control District. May lightly supervise equipment operators during repairs. AM I performs the following duties, other duties may apply:

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED); AND related 2 years experience and/or training

CERTIFICATIONS, LICENSES, REGISTRATIONS:

External Hire: Must possess a Class “B” CDL license with Hazmat and Tanker endorsements. Training in AC refrigerant recycling and service procedures and basic training in air conditioner diagnostics preferred. Must complete Spill Response training within 90 days of hire. Training and/or Experience with small gas engine repairs preferred. Basic welding and fabrication skills preferred.

Any certifications, licenses, etc. required as part of the job is the responsibility of the employee during the 90-day probationary period; once an employee has reached regular status they may submit these certifications for reimbursement.

All licenses, certifications, etc. must be kept current and active unless otherwise documented from the department head.

Internal Hire: Must possess a Class “B” CDL license with Hazmat and Tanker endorsements. Must hold a Spill Response training certificate. Training in AC refrigerant recycling and service procedures and basic training in air conditioner diagnostics preferred. Training and/or Experience with small gas engine repairs preferred. Basic welding and fabrication skills preferred.

All licenses, certifications, etc. must be kept current and active unless otherwise documented from the department head.

SUPERVISORY RESPONSIBILITIES: May be required by management to lightly supervise lower level field personnel during repairs.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform basic data entry into excel spreadsheets and database.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties Include, but are not limited to the following:

Assists mechanic in maintenance and repairs of Lehigh Acres Municipal Services Improvement District's equipment and vehicles

Receives written work orders or verbal instructions from the immediate Mechanic, Field Operations Director, assigned Supervisor, Assistant District Manager or District Manager.

Reports machinery defects or malfunctions to Supervisor or Mechanic.

Performs regularly scheduled maintenance to District fleet and equipment.

Performs necessary repairs and maintenance to all District equipment.

Replace and adjusts brakes linings, and replaces shock absorbers.

Fills container such as oil can, grease gun, or tank on lubrication truck with specified lubricant.

Delivering and dispensing fuels, greases, oils and performs minor repairs on equipment. Cleans radiators, checking tires for proper inflation, and ensures all fluid levels are at proper operating ranges while equipment is in the field.

Replaces and adjusts headlights, and installs and repairs accessories such as radios, mirrors, and windshield wipers.

Replaces worn or damaged parts such as hoses, wiring, and belts, in machines and equipment.

Raises vehicle, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle.

Positions and clamps together components of fabricated metal products preparatory to welding.

Cleans machines, and periodically runs the fleet while at idle, sweep floors, and transport stock.

Performs necessary courier duties which may include but not limited to parts pick up runs, personnel transportation to and from the field, and general supplies.

Examines protective guards, loose bolts, and specified safety devices on trucks, and equipment and makes adjustments where necessary.

Removes and replaces signs including but not limited to traffic, park and trespassing.

Cuts grass and trim weeds on District property, easements, and parks.

Cleans buildings, paints interior and exterior walls and trim, washes windows, and empties trash cans.

Maintains water control facilities by cleaning debris, installing or removing boards to manipulate water level.

Apply herbicide using various application equipment.

May operate lowboy tractor-trailer to transport equipment to and from job sites

Other duties that may be required but are not limited to the operation of district equipment within the fleet. May perform additional duties when called upon by department heads.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. May be given basic skills assessment test.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. May be given basic skills assessment test.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. May be given basic skills assessment test.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is

occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, extreme heat, and risk of electrical shock. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; outside weather conditions; extreme cold; and vibration. The noise level in the work environment is usually loud.

Change Log:

- Removed LAMSID logo from title.
- Change Water Resource Manager to Field Operations Director.
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