



COUNTY OF GALVESTON

**CLASSIFICATION TITLE:** Mechanic Helper  
**DEPARTMENT:** Road  
**REPORTS TO:** Fleet Manager

RD/12

**PAY GRADE:** 09                      **Date Created:** August 1, 2002  
**PAY STEP:** \_\_\_\_\_                      **Date Revised:** \_\_\_\_\_  
**FLSA STATUS:** \_\_\_ Exempt    X Non-Exempt

**Approved by:** \_\_\_\_\_  
**Approved by:** \_\_\_\_\_

**POSITION SUMMARY:** This position assists in the operation, maintenance, troubleshooting, and repair of trucks, road equipment, and other county vehicles and equipment.

**ESSENTIAL FUNCTIONS**

- Assists in the repair and overhaul of truck brakes and clutches.
- Assists in the repair of hydraulic and electrical systems on heavy road equipment and diesel vehicles.
- Assists with transmission and engine repairs.
- Assists with the operation of testing equipment, troubleshoots, and makes repairs.
- Assists with the replacement of water and fuel pumps.
- Assists with on-the-road repairs of disabled road equipment and vehicles.
- Assists with road equipment and vehicles for testing purposes.
- Assists with maintaining records of repair work done.
- Assists in the repair of gas-operated weed eaters and chainsaws.
- Assists in the repairs all vehicles and equipment.
- Performs other related duties as assigned.

**REQUIRED KNOWLEDGES AND SKILLS**

- Working knowledge of materials, equipment, techniques, and procedures used in the operation, maintenance, and repair of light and heavy equipment and vehicles.
- Working knowledge of the operation, maintenance, and repair of light and heavy equipment and vehicles.
- Working knowledge of the purposes, principles, terminology, and practices employed in the operation, maintenance, and repair of light and heavy equipment and vehicles.
- Working knowledge of the different types of power tools, hand tools, diesel engines, and electronic testing equipment.
- Sufficient knowledge of local and state law, procedures, and policies as they relate to the mission of the department so as not to be in violation of them.
- Skill in the operation of a variety of light and heavy equipment and vehicles.
- Physical condition commensurate with the demands of the position.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The work is typically performed in a garage or shop. The work requires frequent lifting of light objects, occasional lifting of heavy objects. The employee is exposed to grease, excessive noise, insects, toxic fumes and chemicals, and machinery with moving parts.

**SUPERVISORY RESPONSIBILITY**

None.

**MINIMUM QUALIFICATIONS**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.