

### JOB IDENTIFICATION

**Job Title:** Mechanic Helper

**Department:** GSE

**Written by:** Eng. Dept

**Title of Immediate Supervisor / Manager:** GSE Supervisor

**No. of Direct Reports:** : 2

### JOB PURPOSE

#### Helper Works

#### RESPONSIBILITIES AND DUTIES

- Helps mechanic perform maintenance and repairs such as tune-ups and oil changes, checks tire and brakes, replaces spark plugs and engages in other similar tasks.
- Assists mechanic with electrical systems such as replacing batteries, starters, and lights.
- Test drives vehicles to ensure repairs are completed properly.
- Cleans the shop and returns tools to proper location.
- Maintains inventory of replacement parts and equipment.
- Inspects tools and equipment to ensure they are in working order.
- Updates maintenance and repair logs for vehicles.
- Performs other related duties as assigned.

### JOB RELATED COMPETENCIES&SPECIFICATIONS SECTION

- **Knowledge, Skills and Competencies:**
- Knowledge of vehicle repair.
- Excellent mechanical skills.
- Ability to follow instructions.
- Ability to use power and hand tools.
- Ability to read service and repair manuals.
- Ability to complete assigned tasks in a timely fashion.

#### Educational Profile and Experience: 2 years minimum experience in a similar post

- High school diploma or equivalent required.
- Related experience preferred.

**Physical Demands:** Must be able to bend, stretch, kneel, and squat to perform repairs and inspections. Age limit 30 years.

- Must be able to work safely.
- Must be able to lift allowable weight at a time.

**Work Environment:**

### HR USE

**Job Code:**

**Grade:**

**Pay Range:**

**Approved by:**

HR :