



# Mechanic Assistant

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 716  
Supervisory: No  
Reports to: Fleet Services Supervisor

### Summary

Under close supervision of the Fleet Services Supervisor, performs semi-skilled to skilled work relating to the maintenance of Utah County Fleet Services' vehicles, equipment, and facilities.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Operate motorized and light equipment, including pickup trucks, forklifts, and various hand and power tools.
2. Perform basic maintenance on county vehicles and equipment.
3. Clean facilities and perform routine maintenance to automotive repair equipment.
4. Assist with minor repairs and preventative maintenance of County-owned vehicles and equipment.
5. Assist with sandblasting and painting.
5. Pick up vehicle parts from vendors.
6. Deliver and pick up vehicles for service.
7. Retrieve computerized vehicle records and work orders; enter updated data into the Fleet Database; complete automotive repair work orders, as assigned.

### Knowledge, Skills, and Abilities

- Knowledge of hazardous chemical handling procedures
- Knowledge of procedures and techniques used in the inspection, diagnosis, repair, and maintenance of equipment and vehicles
- Knowledge of occupational hazards related to mechanical repairs
- Skilled in operating a forklift, other motorized equipment, and various hand, pneumatic, and power tools
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to follow verbal and written instructions

### For Office Use Only

Job Code: 7013

Job Title: Mechanic Assistant

FLSA: Non-Exempt

Effective Date: 8/17/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

- Ability to read, write, and perform basic math calculations
- Ability to coordinate multiple tasks efficiently

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job operates in an environmentally controlled shop, but work is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This job exposes incumbent to hazardous chemicals and to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work requires the use of protective devices such as masks, goggles, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, walk, bend, crouch, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies and equipment up to eighty (80) pounds. The employee frequently drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. High School Diploma or equivalent, including some coursework related to the duties above.

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### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants must obtain certification as a Forklift Operator during the probation period for new employees or the trial period for County employees promoted through competitive recruitment.
4. Selected applicants may be required to provide basic automotive repair tools as a condition of employment.

### **Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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