



UNION JOB DESCRIPTION

TITLE: Garage Helper Class I

DEFINITION:

Performs minor repairs and maintenance under the direction of the Garage Supervisor, Shift Foreman, or Garage employees.

DISTINGUISHING CHARACTERISTICS:

This position is a step progression position with time requirements and with more responsibility assigned as experience is gained. Progression does not require a bid, but it is contingent upon satisfactory job performance evaluation. The incumbent will be required to supply their own complete set of tools.

BASIC RESPONSIBILITIES:

1st 6 months

1. Parts pick-up or delivery of materials.
2. Ensures that equipment, parts, and maintenance areas are clean.
3. Washes, waxes and refuels vehicles as instructed.
4. Fuels District vehicles.

2nd 6 months

1. All duties outlined for first six (6) months above.
2. Performs minor repairs such as replacing batteries, changing and repairing tires, etc.
3. Performs repairs on minor road calls which include adjustments as required on a preventive maintenance service.
4. Assists other Garage personnel in performing their duties.
5. Moves vehicles for maintenance and repairs within the District Operating area.
6. Complies with all Garage safety rules, shop policies, and Federal and State laws.

3rd 6 months

7. All duties outlined for first six (6) months above.
1. Performs any type of repair under the direction of a mechanic.

OTHER RESPONSIBILITIES:

1. Performs other associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Oil spills and proper clean up procedures.
- Proper use of tools and equipment.
- Various forms, reports and time slips, and how to complete them.

MINIMUM QUALIFICATIONS: (continued)

Ability to:

- Learn the automotive trade.
- Lift and carry items in excess of 65 lbs. on a daily basis.

Education/Experience:

- Two (2) years previous mechanical experience in an automotive or truck garage, or the equivalent (service station work does not qualify).

License or Certification:

- Valid Washington State Driver's License.
- Obtain a Valid Washington State Commercial Drivers License (Class A) within 90 days of date of hire.
- Obtain a First Aid card and CPR training.

WORKING CONDITIONS:

- Work is performed in both indoor and outdoor environments in varying weather conditions.
- Employees risk physical hazard from working on and around heavy and light duty vehicles and equipment. Some exposure to chemicals for cleaning and painting parts.
- Some exposure to fumes from welding and grinding on metal.
- Must be able to lift and carry heavy tools, equipment and vehicle parts in excess of 65 lbs. on a daily basis. Must be able to work on varying shifts and long hours as storm and emergency conditions dictate.
- Subject to 24 hour call-out emergency conditions.