



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Mechanic I  
**DEPARTMENT.....:** Public Works  
**DIVISION.....:** Fleet Maintenance  
**CLASSIFICATION/GRADE.....:** Mechanic I/105  
**REVISED.....:** 05/21/09  
**REPORTS TO.....:** Operations Supervisor  
**REVIEWED.....:** 05/21/09  
**WAGES.....:** Non-Exempt (Hourly)

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### SUMMARY:

Works under the supervision of the Operations Supervisor. Performs any function that may be deemed necessary to contribute to a smooth and efficient operation of the Fleet Maintenance Division.

### BASIC FUNCTIONS:

1. Services and maintains vehicle/equipment by changing oil, checking fluids, replacing filters, checking belts, hoses, and all other movables, repairing brakes, and performing minor electrical and mechanical tasks.
2. Assist the Senior Fleet Mechanic by helping with jobs requested.
3. Perform fuel calibrations by taking readings on pumps and tanks, tallying fuel usage and taking in deliveries.
4. Assist the supervisor in inventory and control.
5. Must be willing to work extra hours and assist in emergencies and answer telephones if necessary.
6. Must be able to write reports, fill in work orders, time sheets, and perform general math calculations.
7. Maintain facilities (interior and exterior) by removing debris and litter, sweeping floors, and maintaining a clean work area.

### OTHER REQUIREMENTS:

1. Valid Louisiana Driver's License Class E.
2. Work requires the abilities to perform the following: read instructions, applications, maintenance charts, manuals, and memos; write reports, charts, and time sheets; perform general math calculations.

### EDUCATION/EXPERIENCE:

1. High School Diploma or GED equivalent
2. Must have knowledge necessary to understand basic operational, technical, or office processes.
3. Over one year experience is required.