

# MECHANIC II

Public Works | Fleet Maintenance



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Mechanic II is responsible for providing support to the Senior Fleet Mechanic by performing routine and intermediate-level maintenance and repairs on vehicles and equipment.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Thursday

#### SHIFT

7 a.m. to 5:30 p.m.

#### LOCATION

Public Works – North Campus

#### REPORTS TO

Operations Supervisor

#### PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Physically capable of lifting heavy equipment, standing, bending, and working in confined or awkward positions for extended periods, operating tools and machinery with manual dexterity, and performing physically demanding tasks in varying indoor and outdoor conditions, including during emergency events

#### WORK ENVIRONMENT

Primarily works in a shop and outdoor environment and regularly exposed to noise, weather conditions, heavy equipment, and typical mechanical hazards

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to perform routine vehicle and equipment maintenance, assist senior staff with repair tasks, support fuel calibration and inventory control processes, and complete required documentation accurately.

The Mechanic II is vital to the efficiency of the Fleet Maintenance Division by ensuring vehicles and equipment are properly maintained, minimizing downtime, and enabling crews to perform their duties safely and reliably.

### JOB DUTIES

- Perform routine vehicle and equipment maintenance, including oil changes, lubrication services, fluid checks and refills, filter replacements, battery inspections, tire checks, and general safety inspections.
- Inspect and replace belts and hoses; conduct basic brake maintenance and minor brake repairs; and perform minor electrical diagnostics and repairs.
- Assist the Senior Fleet Mechanic with assigned mechanical tasks, repairs, and diagnostic work.
- Conduct fuel calibrations by reading pump and tank levels, monitoring usage, and documenting fuel deliveries.
- Support the supervisor by assisting with inventory, organizing parts and supplies, and maintaining proper material control.
- Complete accurate documentation, including work orders, reports, timesheets, and basic mathematical calculations related to maintenance and inventory.
- Respond to emergency situations, work extended hours when required, and assist with telephone or shop support as needed.
- Apply basic knowledge of diesel engines, hydraulic systems, gasoline engines, and transmissions when performing maintenance and repair tasks.
- Maintain cleanliness and organization of the shop, tools, and work areas.
- Operate shop equipment and tools such as lifts, jacks, diagnostic devices, air tools, and tire-changing equipment.
- Assist with diagnosing mechanical problems before escalating to Senior Fleet Mechanic.
- Perform basic welding or fabrication tasks if applicable to minor repairs.
- Test-drive vehicles and equipment to verify repairs and ensure safe operation.
- Follow all safety procedures and PPE requirements to maintain a safe working environment.
- Report equipment defects or safety issues to the supervisor promptly.
- Support inventory rotation by ensuring parts are checked in, tagged, stored correctly, and issued properly.

## **JOB DUTIES CONTINUED**

- Assist with receiving parts and verifying deliveries against purchase orders.
- Provide general support during shop operations, including moving vehicles, fueling units, and staging equipment for repair.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## **SKILLS AND QUALIFICATIONS**

- **Leadership Skills:** Demonstrates reliable work habits and supports senior mechanics by contributing to a cooperative and safety-focused team environment.
- **Time Management:** Manages multiple maintenance tasks efficiently by prioritizing repairs, meeting deadlines, and adapting to urgent operational needs.
- **Analytical Skills:** Uses basic diagnostic reasoning to identify mechanical issues, interpret maintenance data, and determine appropriate repair steps.
- **Communication Skills:** Communicates clearly with supervisors and teammates by providing accurate updates, documenting work performed, and reporting equipment concerns promptly.
- **Organizational Skills:** Maintains orderly work areas, tracks parts and materials, and ensures documentation and inventory records are completed accurately.
- **Technical Skills:** Possesses practical mechanical skills in performing routine maintenance and minor repairs on vehicles and equipment, with basic knowledge of mechanical, electrical, hydraulic, and engine systems, and the ability to use standard shop tools, diagnostic equipment, and maintenance procedures safely and effectively.
- **Qualifications:**
  - High School Diploma or GED equivalent required.
  - A minimum of two (2) year of experience in vehicle or equipment maintenance, repair, or a related mechanical field.

