

# MECHANIC II

Public Works | Forced Drainage



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Mechanic II is responsible for performing preventive maintenance and minor repairs on drainage equipment and vehicles.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Tuesday to Friday

#### SHIFT

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

#### LOCATION

Public Works - North Campus

#### REPORTS TO

Operations Supervisor - Maintenance

#### PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

#### WORK ENVIRONMENT

Both indoor and outdoor settings, often in varying and extreme weather conditions, with regular exposure to mechanical equipment, noise, grease, and physically demanding tasks.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to assist the Senior Equipment Mechanics and ensure that fleet equipment is maintained and operational for daily and emergency use.

The incumbent is also responsible for documenting maintenance activities, managing supplies, and responding to operational needs in varying field conditions.

### JOB DUTIES

- Coordinate daily with Supervisor to receive and review work assignments.
- Assist Senior Equipment Mechanics with routine and corrective maintenance tasks on drainage and pump station equipment.
- Perform preventative maintenance services, including oil and filter changes, radiator flushes, fluid level checks, and antifreeze replacement.
- Conduct inspections of belts, hoses, and other components to assess wear and determine the need for replacement.
- Accurately document maintenance activities performed at pump stations, ensuring timely and complete reporting.
- Submit maintenance reports on a weekly basis for supervisor review and recordkeeping.
- Maintain the cleanliness and operational readiness of the assigned service vehicle, including weekly cleaning and supply inventory checks.
- Attend monthly safety meetings to remain informed on current safety protocols, policies, and best practices.
- Procure parts and materials needed for repairs, including ordering and retrieving items as required to minimize service delays.
- Work overtime or outside normal business hours as necessary to support operations and respond to urgent needs.
- Adhere strictly to all safety regulations and operational procedures while performing job duties.
- 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 reliability and initiative by supporting Senior Mechanics and contributing positively to team operations.
- **Time Management:** Prioritizes maintenance tasks efficiently to meet daily and weekly deadlines while minimizing equipment downtime.
- **Analytical Skills:** Identifies mechanical issues through observation and diagnostics to determine appropriate repair or maintenance solutions.
- **Communication Skills:** Communicates clearly with supervisors and team members regarding work progress, equipment status, and parts needs.
- **Organizational Skills:** Maintains accurate maintenance records, keeps tools and supplies orderly, and ensures the service truck is properly stocked.
- **Technical Skills:** Proficient mechanical knowledge and hands-on experience to perform preventative maintenance including oil and filter changes, belt and hose inspections, and fluid checks on diesel engines, hydraulic systems, and pump station equipment. Familiarity with using a tablet or iPad for work documentation and communication.
- **Qualifications:**
  - High School Diploma or GED Certificate.
  - Minimum of one (1) year of experience in mechanical maintenance, with preferred knowledge of diesel engines and hydraulic systems.

