

# MECHANIC I

Public Works | Fleet Maintenance



## SUMMARY

Service and maintain parish vehicles and equipment.

### JOB OVERVIEW

#### Starting Pay

\$13.62 - \$17.49 per hour

#### Schedule

Tuesday - Friday

*Must be willing to work extra hours when necessary.*

#### Shift

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

### LOCATION

Public Works - North Campus

### REPORTS TO

Operations Supervisor

### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

### WORK ENVIRONMENT

Work indoors and outdoors in varying climates and conditions

## ESSENTIAL FUNCTIONS

1. Service and maintain vehicles and 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 oil, grease, and fuel calibrations by taking readings on pumps and bulk tanks, tallying oil, grease, and fuel usage, and taking deliveries.
4. Assist the supervisor in inventory and control.
5. Answer telephones when necessary.
6. Write reports, fill in work orders and time sheets, and perform general math calculations.
7. Maintain the interior and exterior of the facilities by removing debris and litter, sweeping floors, and maintaining a clean work area.
8. Perform other duties as assigned by supervisor.

## GENERAL REQUIREMENTS

1. Ability to read instructions, applications, maintenance charts, manuals, and memos.
2. Ability to understand basic operational, technical, and office processes.
3. Capable of learning to operate a forklift.

## EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certification required.
2. Over one year of experience required.
3. Possess and maintain a valid Louisiana driver's license.

## EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at [employment@tpcg.org](mailto:employment@tpcg.org).