

Specification for Class of

EQUIPMENT SHOP ASSISTANT

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Class Series Intent: Equipment Mechanics and Supervisors in this series supervises and/or performs preventative maintenance and repair on light and heavy wheeled and tracked vehicles, equipment and trailers, earth moving and construction wheeled and tracked vehicles and roadway and roadside maintenance vehicles and equipment in shop and/or field. This series is differentiated from the Automotive Mechanic and Supervisor series in that the majority of time is spent servicing, repairing or supervising the repair and servicing of heavy and industrial/commercial equipment and vehicles (such as: wheeled and tracked equipment, power generators, pumps, agricultural equipment and specialized marine equipment) rather than automobiles or light pickup trucks.

Definition: Assists equipment mechanics, by performing mechanical tasks on all types of equipment, eventually approaching those done by journey-level persons. May independently perform preventive maintenance inspections, checking, and servicing equipment in field and/or shop as scheduled and directed.

Typical Work

Assists shop mechanics in such tasks as repairing brakes, replacing drive lines and axles, fixing door latches, checking lights, repacking wheel bearings, repairing exhaust systems, replacing and repairing windshield wipers, replacing radiators, repairing and replacing upholstery, replacing glass and other miscellaneous shop duties;

Welds broken parts that do not require close tolerance, such as broken braces on sign holders, broken tailgates on trucks and hard surface welds on buckets of scoops and tractors;

Lubrication and servicing of equipment involving crankcase, transmission, gear boxes, etc.; inspecting vehicles and reporting deficiencies to mechanics;

Does spot and other minor body and fender work;

SHOP ASSISTANT, TRANSPORTATION  
71561

Assists in the set up and operations of engine lathes, milling machines and drill presses;

Steam cleans equipment before servicing;

Maintains good public relations and safety practices;

Performs other related work as required.

Minimum Qualifications

High school graduation or possession of a GED certificate.

AND

Three years of experience as an Equipment Service Attendant or three years of mechanical experience in an automotive, truck or equipment shop involving motor vehicle repair and maintenance work.

A valid driver's license is required.

Successful completion of a trade school or community college curriculum in heavy equipment mechanics may be substituted, year for year, for experience.

NOTE:

In the Department of Transportation, a Commercial Driver's License (CDL) Class B, without air brakes restriction must be attained within the first six months of employment. Other agencies may require that a Commercial Driver's License (CDL) with appropriate endorsements be attained within the first six months of employment.

New class: 9-10-93

Revised class code (formerly 71561); title (formerly Shop Assistant, Transportation); definition; and minimum qualifications; general revision: 7-13-01