

**JOB DESCRIPTION**

**JOB TITLE:** MECHANIC’S HELPER  
**JOB CLASSIFICATION:** LABORER 1  
**EMPLOYER:** ROAD COMMISSION FOR MONTCALM COUNTY  
**ADDRESS:** 619 WEST MAIN STREET  
**CITY, STATE, ZIP:** STANTON, MICHIGAN 48888  
**SUPERVISOR:** SHOP FOREMAN

**POSITION SUMMARY:**

Under the general supervision of the Shop Foreman performs duties including but not limited to changing oil, greasing, changing tires, and washing trucks and equipment.

**EXAMPLES OF DUTIES:**

- Clean and wash trucks and equipment.
- Change oil and filters, check all fluid levels, and grease.
- Check all items on the service checklist and either repair them or write them down to be repaired.
- Repair or change tires, belts, heater hoses, hydraulic hoses, and cylinders.
- Check and help change leaf springs.
- Make minor electrical repairs.
- Adjust brakes.
- Assist the mechanics with various other repairs on trucks and equipment, as needed.
- Perform clean-up duties in shop area and wash bay.
- May be required to drive truck on an occasional basis.

**ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS:**

- Must have a valid Michigan driver’s license with a CDL “A” endorsement.
- Must have a roll-around toolbox with adequate tools to perform all service jobs and other light-duty repairs.

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Ability to lift 90 pounds up to 3 feet.

Ability to use a vehicle in performing duties of the job.

Ability to communicate on the telephone and radio system.

Ability to climb into and out of vehicles and equipment.

### **DESIRABLE QUALIFICATIONS:**

High school education, GED, or equivalent educational preparation.

**NOTES:** The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).

The Road Commission is a drug-free and smoke-free workplace. Employees are subject to random drug testing.