



## JOB DESCRIPTION

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**JOB TITLE:** Mechanic Helper

**DIVISION:** Shop and Ship Repair

**REPORTS TO:** Manager, Business Capture & Special Projects

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**SUMMARY:** The Mechanic Helper assists the Maintenance Technician Lead in performing maintenance on repairs on vehicles, chassis and other equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned)

- Helps mechanic perform maintenance and repairs such as tune-ups and oil changes, checks tire and brakes, replaces spark plugs and engages in other similar tasks;
- Assists mechanic with electrical systems such as replacing batteries, starters, and lights;
- Performs minor equipment repairs in the field;
- Maintains and monitors parts and fluid inventory
- Cleans the shop and returns tools to proper location;
- Maintains inventory of replacement parts and equipment;
- Inspects tools and equipment to ensure they are in working order;
- Updates maintenance and repair logs for vehicles;
- Performs other related duties as assigned;
- Regular, reliable, predictable attendance;
- Performs regular grounds and landscape maintenance, such as grass cutting
- Performs other related duties may be assigned.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of a variety of body, preventative maintenance and repair of gas/diesel vehicles.
- Ability to follow instructions.
- Ability to use power, hand tools and various shop equipment.
- Ability to analyze and problem-solving
- Ability to effectively communicate verbally and written form
- Ability to work independently and on a team.
- Ability to read service and repair manuals.
- Ability to operate a wide variety of commonly used hand and powered landscaping tools and equipment.
- Ability to complete assigned tasks in a timely fashion.
- Ability to work effectively with internal and external customers

MECHANIC HELPER

EFFECTIVE: 01 AUG 2021  
REVISION NO.: 00



## JOB QUALIFICATION

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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- High school graduation or general education degree (GED)
- At least three months experience in mechanical repair work, preferably working with or for a mechanic

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must be able to obtain a DBIDS Credential Identification, TWIC Card, and Port Authority of Guam (PAG) Identification Card
- Must possess a valid Guam Driver's License with endorsement A & B preferred

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to climb, balance, bend, stretch, kneel, and squat to perform repairs and inspections.
- Must be able to work safely in a noisy area with many odors present.
- Must be able to lift 50 pounds at a time.
- Must be able to work any shift, weekends and overtime (as required)
- Must be able to work outdoors under all weather conditions

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions.

**COMMENTS:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by Chief Operations Officer / Vice President, or President / Chief Executive Officer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Seafix, Inc. is an Equal Employment Opportunity Employer.**

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