

MECHANICAL HELPER (3771)
TASK LIST 2017

Preparatory Work for Journey-Level Mechanics:

1. Assembles and disassembles equipment, such as lathes, milling machines and drill presses using hand tools, such as screwdrivers, wrenches, and pliers in order to prepare the equipment for journey-level mechanics to use in performing their maintenance and repair activities.
2. Operates basic hand and power tools, such as hammers, wrenches, screwdrivers, and power drills to perform prep work, such as drilling holes, cutting and threading pipes and rods, or sharpening tools for a variety of mechanical maintenance and repair tasks in order to assist journey-level mechanics in carrying out their respective job duties.
3. Performs preparatory work and routine mechanical maintenance and repair including removing and replacing defective radiators, hoses, fan belts, batteries, spark plugs, and ignition cables, under the direction of Equipment Mechanics, Heavy Duty Equipment Mechanics, or supervisors in order to ensure City trucks, trailers, and their related components, such as truck beds and trailer decks are in proper and safe working condition.
4. Performs preparatory and/or minor tasks under the direction of Welders, Machinists, and Blacksmiths, such as tending gas fires in forges and furnaces, heating iron and steel, and striking the iron and steel with a sledge hammer in order to assist them before they perform more skilled operations, repairs and maintenance tasks.

Assisting Journey-Level Mechanics:

5. Provides tools, equipment, and other materials, such as hammers, wrenches, screwdrivers, pliers, nails, screws, and clamps to journey-level mechanics, such as Machinists, Auto Mechanics, Welders, Plumbers, Wastewater Treatment Mechanics, Waterworks Mechanics, Mechanical Repairers and Blacksmiths by retrieving the materials from a toolroom, warehouse, or supply area and delivering them via vehicle or carrying them by hand, cart or dolly to the required location for the mechanics to use in order to perform a variety of maintenance and repair activities.

6. Fabricates, installs, repairs, and cleans ducts, roof gutters, cornices, down spouts, flashings, louvers, tanks, sinks and other sheet metal structures using hand and power tools, such as wrenches, screwdrivers, hammers, and power drills and making measurements using tape measures and other digital measuring tools under the direction of journey-level Sheet Metal Workers and Air Conditioning Mechanics in order to assist them in their work activities.
7. Preserves, repairs and produces steelwork and steel pipes by preparing the surfaces of the steel materials being jointed together, by preheating steel materials to be welded, performing minor cutting and rough welding, and cleaning and grinding welds under the direction of Welders, Structural Steel Workers and Pipefitters in order to assist them in their steelwork activities, and to remove surplus material from the welded steel or pipe.
8. Preserves machinery and equipment such as drill presses, grinders, sanding machines, and lathes by cleaning and oiling equipment parts with cleaning supplies and lubricants in order to ensure that the machinery and equipment is safe to use and functioning properly.
9. Repairs, replaces, and installs a variety of pumps, piping, meters, gauges, and auxiliary equipment under the direction of Machinists and Waterworks Mechanics by using pipe and tube cutters, pipe extractors, calibrators, and torque wrenches in order to prevent larger repairs or failures and to ensure that all of the equipment is in proper and safe working condition.
10. Communicates with coworkers, journey-level mechanics and supervisors by email, telephone, and/or in-person in order to receive directions on where to report to for their daily tasks, what equipment, tools and materials are necessary to complete a variety of maintenance and repair activities, and to facilitate effective exchanging of ideas and methods for completing a particular job.
11. Cleans shop, yard, and job site areas by gathering and disposing of trash and debris, and storing materials in their assigned location in order to maintain a safe and organized workspace.

Equipment Inspection and Repairs:

12. Conducts routine safety inspections of materials and equipment, such as ladders and hand and power tools including wrenches, hammers, screwdrivers, power drills, and drill presses, by visually inspecting the equipment for damage and using safety check lists to determine the functionality and overall condition of the equipment in order to ensure that it is in proper working condition and notifies the supervisor if there are potential safety concerns.

13. Repairs basic hand tools, such as wrenches, screwdrivers, hammers, and pliers by sharpening tools and replacing tool handles in order to ensure these tools are in proper working condition for journey-level mechanics to safely use when performing more skilled operations, repairs and maintenance tasks.

Transporting Equipment and Materials:

14. Lifts heavy materials up to 50 pounds, such as steel, pipes, automotive parts and lumber using proper rigging procedures, hoists, or manual lifting techniques, such as bending at the knees in order to safely load and transport materials from storage yards and warehouses to a variety of shops using trucks and forklifts.
15. Drives trucks, commercial vehicles and forklifts to and from a variety of shops, to transport passengers, debris, equipment and other materials, such as steel, pipes, or lumber necessary for journey-level mechanics to complete their work activities.