

MECHANICAL HELPER, 3771

Summary of Duties : Helps mechanics, machinists, welders, blacksmiths, pipefitters, plumbers, boiler makers, and other mechanical craft employees; performs routine mechanical maintenance and repair tasks; and does related work.

Distinguishing Features : A Mechanical Helper is distinguished from journey-level craft classes, in that the former requires only an elementary knowledge of hand tools and mechanical processes and assists journey-level craft employees, whereas the latter requires journey-level knowledge of a particular craft. The work of a Mechanical Helper is distinguished from that of other helper classes by the fact that it deals with the mechanical, rather than the electrical or building trades. Except for the performance of simple unspecialized, routine mechanical maintenance and repair tasks, the work of a Mechanical Helper is closely supervised during progress and upon completion. The degree of difficulty of assignments may be increased as Mechanical Helpers develop journey-level skills. An employee of this class normally exercises no supervision, but may act as lead person for a small number of unskilled laborers.

Examples of Duties : Acts as an apprentice or helper and does the less skilled mechanical work of journey-level craft employees in the shop or field; passes tools; lifts heavy objects; holds work in place; disassembles equipment so that journey-level craft employees can perform the more skilled operations; reassembles equipment; secures materials, tools, and supplies; uses hoists and assists with rigging; cuts and threads pipe and rods; drills holes; sharpens tools; replaces tool handles; oils and cleans machinery and equipment; cleans shop and work areas;

Operates power hacksaws, emery wheels, portable grinders, threading machines, drill presses, portable drills, rolls, and shears; uses pipe wrenches, sledge hammers, punches, clamps, and other hand tools;

Helps a Blacksmith by building and tending coal and gas fires in forges and furnaces and regulating the forced draft; heats iron and steel; strikes with a sledge hammer as directed by the Blacksmith; uses an anvil to straighten bent parts; operates a power hammer by manipulating controls;

Assists an Equipment Mechanic or a Heavy Duty Equipment Mechanic in a variety of equipment repair activities including removing and replacing defective radiators, hoses, fan belts, batteries, spark plugs, ignition cables, and other parts; assists automotive painters in preparation of surfaces for painting and application of vehicle identification decals; tightens body bolts; does minor repair work; assists journey-level craft employees in a sheet metal, structural

steel, or auto body building and repair shop; may operate forklifts and occasionally drives automobiles and trucks;

Assists Machinists in the setup and operation of various machine shop power tools; assists Waterworks Mechanics in the repair, replacement, and installation of a variety of pumps, piping, meters, gauges, and auxiliary equipment;

Helps Welders by preparing the surfaces, preheating work to be welded, and lining up work with level and clamps; may do some cutting and rough welding; cleans and grinds welds to remove surplus material; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A general knowledge of the use and functions of the tools and equipment commonly found in machine, sheet metal, structural steel, automotive repair, and other mechanical shops; a general knowledge of the tools and equipment used by blacksmiths and welders; a general knowledge of the hazards of working with shop machines and the safety precautions to be followed; the ability to use hand tools skillfully; the ability to understand and follow instructions; the ability to read and comprehend written job instructions, technical manuals, and equipment specifications; the ability to perform basic mechanical tasks based on a high degree of mechanical aptitude; and the ability to do strenuous mechanical work.

Graduation from high school is desired but not required.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 70 pounds; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.