

MECHANICAL HELPER (3771) TASK LIST 2022

Preparatory Work for Journey-Level Trades:

1. Assists in the assembly and disassembly of equipment, such as drill presses, auxiliary equipment, threading machines, and emery wheels, 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. Performs preparatory mechanical maintenance and repair work, such as drilling holes, cutting and threading pipes and rods, or sharpening tools ~~for a variety of mechanical maintenance and repair tasks~~, by operating basic hand and power tools, such as hammers, wrenches, screwdrivers, and power drills in order to assist journey-level trades 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 other 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.

Assisting Journey-Level Trades:

4. Provides tools, equipment, and other materials, such as hammers, wrenches, screwdrivers, pliers, nails, screws, and clamps to journey-level trade incumbents (e.g., Machinists, Auto Mechanics, Welders) 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.
5. 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.
6. 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 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.
7. 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.

8. Repairs, replaces, and installs a variety of pumps, piping, meters, gauges, and auxiliary equipment under the direction of journey-level trades incumbents 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.
9. Assists in the excavation of construction sites by utilizing hand tools (e.g., shovels, picks, handheld electric rotary hammers with a spade shovel attachment) under the direction of Plumbers to prepare job sites for the repair, replacement, or installation of underground plumbing and irrigation piping.
10. Communicates with coworkers, journey-level trades 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 in appropriate receptacles, wiping down surfaces, sweeping/mopping floors, 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 hand tools (e.g., pneumatic hydraulic tools) by performing actions such as sharpening tools (e.g., axes) and replacing tool handles, or requests a new tool to replace a broken tool in order to ensure these tools are in proper working condition for journey-level trades 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 debris, equipment and other non-hazardous materials, such as steel, pipes, or lumber necessary for journey-level trades to complete their work activities.