

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Auto Mechanic I or II	OPENING DATE: June 11, 2019
SALARY: \$26,311.26 - \$34,331.67 or DOE	APPLICATION DATE: Until Filled

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

This position will either be filled as an Auto Mechanic I or an Auto Mechanic II.

DUTIES: Under general supervision, is responsible for performing major repairs on automobiles, trucks, heavy trucks, tractors, heavy equipment and related equipment. Assignments are made orally or in the form of written work orders. May be required to perform. This is skilled equipment repair work. Incumbents are responsible for insuring the safe and efficient operation of equipment and vehicles in accordance with technical manuals and specifications. Work is subject to review while in progress. Work involves exposure to dirt, fumes, inclement weather and safety hazards. May be required to drive trucks and operate light equipment during extreme conditions. May be required to work unscheduled overtime.

EXAMPLES OF WORK

Road tests vehicles; checks malfunctions and determines necessary repair needs using experience and the uses of various testing equipment and tools. Performs repair work on engines, transmissions, differentials, electrical systems, front ends and minor tune-ups. Repairs and adjusts brakes and clutches, replaces brake linings and cylinders. Performs minor hydraulic system repairs on trucks and equipment. Repairs flat tires and performs all related tasks incumbent to this endeavor. Uses manual and power equipment for brake down and balancing of tires. Operates service/lube truck performing maintenance duties on equipment. Performs routine maintenance work on vehicle air conditioning systems. Inspects and repairs suspension systems on automobiles and trucks. Performs related work as required.

MINIMUM QUALIFICATIONS

Training and Experience:

Auto Mechanic I: Six months as a mechanic's helper, service station worker or related field

Auto Mechanic II: One year of experience at the journey level working with diesel engines, heavy trucks and equipment OR three years experience as an Auto Mechanic I.

Knowledge, Abilities, and Skills:

Auto Mechanic I: Some knowledge of combustion engine parts and maintenance. Ability to follow directions accurately and to learn assigned work; to read and write simple forms, some knowledge in use of hand tools and power tools used in the repair of gasoline equipment and diesel equipment. Possession of an appropriate operator's license.

Auto Mechanic II: Good knowledge of all types of repair and maintenance pertinent to automobiles, heavy trucks or construction equipment. Ability to follow directions accurately and completely; to read and write simple forms, work orders, and reports; to troubleshoot engine and equipment malfunctions accurately. Skilled in the use of hand tools and power tools used in repair of gasoline and diesel equipment. Possession of a Class "A" Commercial Driver's License with HAZMAT and airbrake endorsement.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted either online at www.opj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340
Equal Employment Opportunity Employer