

TOOL MECHANIC

NATURE OF WORK IN THIS CLASS:

Maintains and repairs tools and mechanical equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Repairs and maintains tools and portable power equipment.

Examines tools and portable power equipment to detect damage and excessive wear.

Maintains records of parts, tools and equipment issued and job orders for repair work.

May assist in building maintenance and repair work.

Maintains and clears work areas, tools and equipment of the trade.

Applies safe work practices on the job.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, materials, practices and equipment used in the maintenance and repair of tools and equipment of the trade.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain work records.

Ability to understand and follow oral and written instructions.

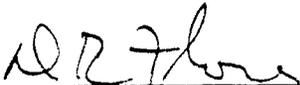
Skill in the maintenance and repair of tools and portable power equipment.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in the maintenance and repair of tools and mechanical equipment; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980


 DAVID R. FLORES, Executive Director
 Civil Service Commission