

**CLASS SPECIFICATION**

1/13/2022

MECHANICAL HELPER, 3771

Summary of Duties: Assists mechanics, machinists, welders, blacksmiths, pipefitters, plumbers, boilermakers and other mechanical craft workers; and performs routine mechanical maintenance and repair tasks.

Class Characteristics: 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 supports 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 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 throughout the performance and completion of an assignment. The degree of difficulty of assignments and responsibilities may increase as Mechanical Helpers develop journey-level skills. An employee of this class normally does not supervise other employees, but may act as lead person for a small number of unskilled laborers.

Example of Duties:

- Acts as an apprentice or helper and performs 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;
- Assists with blacksmithing work 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 mechanics 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 mechanics in inspecting, testing, maintaining, adjusting, repairing, modifying, overhauling, replacing, installing, and operating air conditioning, refrigeration and water heating systems; inspects, cleans, lubricates and replaces parts and equipment; assists with related maintenance.
- Assists mechanics in inspecting, testing, maintaining, adjusting, repairing, modifying, overhauling, replacing, installing, and operating air conditioning, refrigeration and water heating systems; inspects, cleans, lubricates and replaces parts and equipment.
- Assists in preparing surfaces and equipment to be welded, and 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.

REQUIREMENTS:

1. Completion of a high school course in automotive mechanics, machine shop, welding, plumbing, pipefitting or any other mechanical craft course from a college or trade school; or
2. Six months of full-time paid experience in mechanical work; or
3. Completion of eight months in the Utility Pre-Craft Trainee training program sponsored by the Los Angeles Department of Water and Power.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated 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.