

MECHANIC I

Public Works | Fleet Maintenance



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Mechanic I is responsible for routine maintenance, minor mechanical repairs, and service tasks on a wide range of Parish vehicles and equipment.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Thursday

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – North Campus

REPORTS TO

Operations Supervisor

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

Physically capable of lifting heavy equipment, standing, bending, and working in confined or awkward positions for extended periods, operating tools and machinery with manual dexterity, and performing physically demanding tasks in varying indoor and outdoor conditions, including during emergency events

WORK ENVIRONMENT

Primarily works in a shop and outdoor environment and regularly exposed to noise, weather conditions, heavy equipment, and typical mechanical hazards

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to perform routine vehicle and equipment maintenance, assist senior staff with repair tasks, support fuel calibration and inventory control processes, and complete required documentation accurately.

The Mechanic I is vital to the efficiency of the Fleet Maintenance Division by ensuring vehicles and equipment are properly maintained, minimizing downtime, and enabling crews to perform their duties safely and reliably.

JOB DUTIES

- Perform routine servicing and maintenance on vehicles and equipment, including oil changes, fluid checks, filter replacements, belt and hose inspections, brake repairs, and other minor mechanical or electrical tasks.
- Service and troubleshoot a wide variety of fleet equipment both in the shop and in the field, including excavators, dozers, trucks, automobiles, four-wheelers, and outboard motors.
- Assist Senior Mechanics with assigned repairs, diagnostics, and maintenance tasks.
- Assess and diagnose equipment issues, order replacement parts as needed, and document all actions taken.
- Conduct fuel calibrations, including taking pump and tank readings, monitoring fuel usage, and receiving deliveries.
- Operate shop equipment and tools such as lifts, jacks, diagnostic devices, air tools, and tire-changing equipment.
- Use TPMS diagnostic tools for troubleshooting and replacing tire pressure sensors.
- Perform minor mechanical repairs such as replacing ball joints, rotors, windshield wipers, shocks, lights, bulbs, and lenses.
- Maintain the cleanliness of assigned work areas and ensure tools, equipment, and the shop environment are orderly and safe.
- Assist the supervisor in inventory tracking, stock control, and year-end inventory activities.
- Complete work orders, time sheets, reports, and other required documentation accurately.
- Open and close the shop as scheduled and maintain general facility upkeep, including removing debris, sweeping floors, and maintaining a clean work environment.
- Perform scheduled preventive maintenance inspections based on mileage, hours, or PM cycles.
- Identify and report upcoming maintenance needs to supervisors.
- Provide general support during shop operations, including moving vehicles, fueling units, and staging equipment for repair.

JOB DUTIES CONTINUED

- Assist with receiving parts and verifying deliveries against purchase orders.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates reliable work habits and supports senior mechanics by contributing to a cooperative and safety-focused team environment.
- **Time Management:** Manages multiple maintenance tasks efficiently by prioritizing repairs, meeting deadlines, and adapting to urgent operational needs.
- **Analytical Skills:** Uses basic diagnostic reasoning to identify mechanical issues, interpret maintenance data, and determine appropriate repair steps.
- **Communication Skills:** Communicates clearly with supervisors and teammates by providing accurate updates, documenting work performed, and reporting equipment concerns promptly.
- **Organizational Skills:** Maintains orderly work areas, tracks parts and materials, and ensures documentation and inventory records are completed accurately.
- **Technical Skills:** Possesses practical mechanical skills in performing routine maintenance and minor repairs on vehicles and equipment, with basic knowledge of mechanical, electrical, hydraulic, and engine systems, and the ability to use standard shop tools, diagnostic equipment, and maintenance procedures safely and effectively.
- **Qualifications:**
 - High School Diploma or GED equivalent required.
 - A minimum of one (1) year of experience in vehicle or equipment maintenance, repair, or a related mechanical field.

