



# Example of Mechanic Assistant Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of mechanic assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for mechanic assistant

- Clean, lubricate, and maintain tools and equipment, (11) Document scheduled and unscheduled maintenance using the Aviation Computerized Maintenance System (ACMS) IAW the Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (series)
- Clean-up of fuel, oil and retardant contamination on airport ramps, hangar space, parking areas
- Must be able to lift up to 90+ pounds, occasionally, with or without reasonable accommodations
- Utilize hand tools, power tools, sanding, and material
- Assist Site Lead Technician and all garage technicians in all administrative/clerical needs
- Perform a full range of administrative responsibilities associated with a maintenance repair shop, accurately opening and closing work orders, order parts and process the invoice, work with vendors to assure we are getting the best possible pricing, filing, typing, copying, entry level IT support
- Review work orders to ensure that work is completed
- Review parts on operations are correct
- Enter all technician time in the work order system
- Coordinate and prioritize multiple tasks independently, follow up on tasks and seek help as needed

## Qualifications for mechanic assistant

- See CONDITIONS OF EMPLOYMENT section for more information
- Applicants desired to have background in outdoor related construction, having some experience with heavy equipment such as backhoe, trencher, truck driving, and have a background showing interest in electrical/electronic field
- CDL license or ability to obtain
- Due to the safety-sensitive nature of this position, you must not have had any drug or alcohol-related offenses within the past 2 years and no more than 1 within the past 5 years
- Ability to operate general shop equipment