



WAIKELE
COUNTRY CLUB

94-200 Paioa Place
Waipahu, HI 96797

Position: **Mechanic Assistant**
Job Type: Full Time
Reports To: Senior Course Manager

Primary Objectives: Perform mechanical repair and maintenance assistance of all machines, equipment, tools and materials, inclusive of preventative maintenance.

Duties and Responsibilities:

- Assist mechanic in the performance of major and minor repair and maintenance of ground and automotive equipment (light and heavy), inclusive of golf carts.
- Assist in the overhaul work and repair of automotive and other powered equipment, including but not limited to, engines, brakes, transmissions, differentials, springs, mufflers, tune-ups, oil changes, replacement of spark plugs, etc.
- Repair and maintenance include routine servicing, troubleshooting and preventative maintenance.
- Assist mechanic with the dismantling and assembling of equipment and machinery.
- Assist mechanic with electrical systems, such as replacing batteries, starters, lights, etc.
- Inspect, change, rotate and repair tires.
- Cut, grind and file parts of metal stock; operate metal handsaw; use pedestal and/or drill press for rough work; and operate relative tools and equipment.
- Perform routing oiling and greasing of maintenance shop equipment.
- Sharpen and reshape blades, drills, chisels, scrapers, etc.; and redress rough grinding wheels.
- Grind and adjust reels of all mowers and similar equipment and machinery.
- Fill fuel in automotive and other powered equipment, and check fluid levels.
- Inspect equipment for operating deficiencies and make routine adjustments as needed.
- Assist mechanic in the repair of seats and tops of golf carts and other types of vehicles.
- May assist in the performance of body repair and paint work on mechanical equipment.
- Assist mechanic in the ordering of parts, equipment, materials, and tools.
- Utilize, operate and maintain equipment and tools safely and in working order.
- Maintain and ensure working areas are clean and free of hazards; and return all equipment and tools to proper locations.

- May be required to pick up parts, tools, equipment, and materials necessary for completion of assigned tasks.
- Adhere to all county, state and federal laws in performance of duties.
- Required to wear all protective equipment required by the label or governing authority, and in accordance with all safety and health county, state, and federal regulations.
- Perform and complete tasks in a timely manner.
- Other related duties as assigned.

Minimum Qualifications:

- High School Diploma or GED Certification
- Valid Hawaii State Driver's License.
- Minimum one year work experience in vehicle repair and maintenance, inclusive of diesel, electric, and gasoline powered automobiles, and automotive, ground and mechanical equipment.
- Excellent mechanical skills.
- Must be able to understand, speak, read and write in English.
- Strong listening skills and ability to follow instructions.
- Ability to use power and hand tools.
- Excellent analytical and problem-solving skills.
- Ability to read service and repair manuals.
- Ability to complete assigned tasks in a timely fashion.
- Ability to multi-task.
- Ability to work as a team.
- Ability to work independently.
- Experience working in diverse settings.
- Regular attendance is required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- Walk and/or stand for prolonged periods of time; climb, balance, stoop, kneel, crouch, crawl, bend, twist, reach, and grasp; use hands to finger, handle, feel or operate tools and equipment; close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift up to 50 lbs.; push/pull/move objects; and lift overhead.
- Exposure to dust, dirt, and grime, with soiling of hands and clothing.
- Exposure to moderate to high levels of noise.
- Be in contact with machinery, moving mechanical parts, fumes, toxic and caustic chemicals, cleaning solvents, paints, automotive materials, and other similar substances.

- Must be able to withstand working in humid and outdoor temperatures.

Preferred Qualifications:

- Work experience in a golf course setting.