

**MECHANIC ASSISTANT
NEW RIVER RESOURCE AUTHORITY**

The New River Resource Authority (NRRA) invites applications for the position of Mechanic Assistant. This position will assist in performing duties associated with routine daily and weekly maintenance activities. Any combination of education and experience equivalent to graduation from high school supplemented with job related experience. The hourly rate is dependent on qualifications. The minimum entry-level hourly rate is \$17.25. The Authority offers a competitive benefit package.

Application Process:

Applications and a detailed job description may be obtained online at newriverresourceauthority.org; in person at New River Resource Authority, 7100 Cloyd's Mountain Road, Dublin, Virginia 24084, or request at 540-674-1677.

Completed application, with references, should be mailed to:

**NEW RIVER RESOURCE AUTHORITY
ATTENTION: MARJORIE ATKINS
P.O. BOX 1246
DUBLIN VIRGINIA 24084**

Or email to:

matkins@newriverresourceauthority.org

NRRA will accept applications until the position is filled.

NEW RIVER RESOURCE AUTHORITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER.

POSITION DESCRIPTION MECHANIC ASSISTANT

Responsibilities:

This position is responsible for performing basic maintenance functions led by an Equipment Mechanic. Some local travel may be required. This position is established under the Fair Labor Standards Act (FLSA) and is performed under the general supervision of the Administrative Manager and the Operations Foreman.

General Duties:

- Assists, as necessary, with daily and weekly equipment maintenance activities.
- Assists with the maintenance facilities' housekeeping and equipment laundering.
- Ensures that handling and storage of tools, parts, supplies and necessary materials are maintained in accordance with the NRRRA Health and Safety Plan.
- Assists the Equipment Mechanics with travel off site to pick up ordered items such as parts, tools and supplies.
- Assists with unpacking and arranging new shipments from suppliers and vendors.
- Maintain inventory of applicable replacement parts, tools and equipment.
- Inspects tools and equipment to ensure they are in working order.
- Performs other related tasks as needed.

**POSITION DESCRIPTION
MECHANIC ASSISTANT**

Knowledge, Skills and Abilities:

Working knowledge of basic maintenance practices and procedures, to include the ability to communicate with general knowledge of English and basic math. Ability to follow instructions.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and/or job-related experience.

Special Requirements:

Must possess a valid driver's license from the state of residence.

Salary: Band 2