

**DEPARTMENT:** ALL COUNTY  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** MARCH 23, 2023

**AUTOMOTIVE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** Repairs and maintains County trucks, power machines, passenger cars, motors, engines, and Parks & Golf Course equipment. This is skilled work involving responsibility for the efficient repair and preventive maintenance of a wide variety of automotive vehicles and/or equipment, including heavy duty equipment such as: bulldozers, graders, and trucks. Incumbents who do not possess a CDL-B at time of hire, will receive classroom and field instruction on the safe operation of heavy single unit trucks over 26,000 GVWR. The training will involve situations that may occur in the normal operation of vehicles used at the Highway Division and will comply with all applicable rules, procedures, and Department of Transportation laws. The incumbent must complete the training and obtain a CDL-B within one (1) year of appointment. This position requires knowledge of the operation, repair, and maintenance of diesel powered, gasoline powered, hybrid and/or electric vehicles and/or equipment. Work requires a thorough knowledge of the trade. Instructions are received regarding tasks to be performed and work assignments. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Performs skilled operations in making general repairs to heavy-duty trucks and pick-up trucks, passenger automobiles and such power equipment as bulldozers, graders, cranes, black-top machines, loaders, rollers, shovels, pavers, mowers, and engines and motors;
2. Grinds valves and fits new bearings, pistons, and rings;
3. Assembles connecting rods and bearings;
4. Assembles and times engines;
5. Repairs and overhauls brake systems, clutches, differentials, transmissions, and front and rear axles;
6. Repairs generators, starters, lights, and ignition;
7. Adjusts steering mechanisms and aligns wheels;
8. Tunes motors, adjusts carburetors, and adjusts and maintains oxygen and fuel systems;
9. May make and install improvements on vehicles;
10. Operates machine shop equipment as necessary, including lathes, grinders drill presses, welding, brazing, and burring equipment to make and repair equipment parts;
11. May perform electrical and plumbing repair work;
12. Performs body and equipment repairs;
13. Requisitions (requests, orders, and/or calls for) parts and materials;
14. Operates a computerized system to maintain a maintenance log and keeps other accurate records of work performed and material used;
15. Performs vehicle inspections;
16. Operates computer related automotive diagnostic equipment;
17. When assigned, services County equipment by changing oil and greasing.

**FOR EMPLOYEES WHO DO NOT POSSESS A CDL-B AT TIME OF APPOINTMENT:**

1. Rides along with a licensed field trainer for training purposes;
2. Drives in the public works yard and practices driving on roads under the supervision of a field trainer who provides instruction, correction, and feedback;
3. Learns to safely operate and drive required vehicles that the incumbent is required to maintain and repair.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard automotive repair methods and of the trade; working knowledge of hydraulic principals; working knowledge of the machinist trade; good knowledge of driving safety practices, traffic laws, and regulations; working knowledge of the operation of all types of trucks and heavy equipment used in the department in a safe manner; computer skills; ability to learn to operate heavy single unit trucks over 26,000 GVWR; ability to properly and safely secure loads and to perform safety checks of vehicles prior to operation; ability to operate computerized automotive diagnostic equipment and maintenance logs; demonstrated ability to make the difficult repairs to automotive and other mechanical equipment in a safe manner; ability to diagnose and troubleshoot for required repairs; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to make repairs to various hydraulic systems; ability to lay out work for self and others; good motor hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

**CONTINUED**

## **AUTOMOTIVE MECHANIC CONTINUED**

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited or New York State registered college, university, or technical school with an Associate's Degree or certification in automotive repair technology, automotive technology, or related field; **OR**
2. Two (2) years of satisfactory full-time paid experience as an automotive mechanic in a full-service State approved automotive repair shop. Experience must have involved the maintenance and repair of hydraulic systems, diagnostic systems, brakes, and diesel and gasoline engines; **OR**
3. Three (3) years of satisfactory full-time paid experience doing automotive repair work under the direct supervision of an automotive mechanic in a full-service State approved automotive repair shop. Experience must have involved the maintenance and repair of hydraulic systems, diagnostic systems, brakes, and diesel and gasoline engines.

### **NOTE:**

1. One (1) year of specialized automotive training in a recognized school equals one (1) year of above required experience;
2. It is the responsibility of the appointing authority to ensure that employees only operate vehicles in accordance with their current driver's license.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at time of appointment and until a CDL-B license is obtained.
2. Possession of a valid New York State CDL-B over 26,000# G.V.W.R. within one (1) year of appointment and then for the duration of employment.
3. Possession of a New York State Inspection License with #1 and #2 classifications within six (6) months of appointment and then for the duration of employment.