

DEPARTMENT: MUNICIPALITIES
CLASSIFICATION: NON-COMPETITIVE
APPROVED: MAY 25, 2023

AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: Works as a skilled automotive mechanic who is responsible for the efficient repair of a wide variety of automotive equipment including heavy duty equipment such as bulldozers, graders, and buses (type of equipment depends on the assigned municipality). Work requires a thorough knowledge of the trade. General instructions are received regarding tasks to be performed permitting employee considerable leeway in planning the details of each assignment when permitted by the assigned municipality. When assigned, direct supervision may be exercised over the work of helpers and bus drivers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs skilled operations in making general repairs to heavy duty 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 mechanism and aligns wheels;
8. May make and install improvements on vehicles;
9. Tunes motors and adjusts carburetors;
10. Operates machine shop equipment as necessary, including lathes, grinders, drill presses, welding, brazing, and burring equipment to make and repair equipment parts;
11. Performs body and equipment repairs;
13. Requisitions parts and materials;
14. Keeps accurate records of work performs and material used;
15. Mounts and dismounts snow plow blades and other auxiliary equipment;
16. Drives a school bus as required;
17. Drives a truck as required;
18. When assigned, may perform routine manual labor tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; working knowledge of the machinist trade; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to lay out work for self and others; good motor and hand and eye coordination; manual dexterity; good physical condition.

CONTINUED

AUTOMOTIVE MECHANIC CONTINUED

MINIMUM QUALIFICATIONS:

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

1. Two (2) years of satisfactory paid full-time experience in a municipal highway department or school garage which involved automotive maintenance and repair work; **OR**
2. Two (2) years of satisfactory paid full-time experience as an automotive mechanic in a state approved automotive repair shop; **OR**
3. Three (3) years of satisfactory paid full-time experience doing automotive repair work under the direct supervision of an automotive mechanic in a state approved automotive repair shop; **OR**
4. Two (2) years of satisfactory paid full-time experience as a skilled automotive mechanic which shall have involved repair and maintenance of heavy automotive equipment.

NOTE:

One (1) year of specialized automotive training in a recognized school equates to one (1) year of the above required experience.

SPECIAL REQUIREMENT:

Possession of a valid NYS Driver's License appropriate for the type of vehicles being maintained at time of appointment. A Commercial Driver's License (CDL) Class B license is required when assigned at a school and required to drive a school bus. The appointing authority must indicate in writing what type of motor vehicles will be driven so that the appropriate license is required at time of appointment.