

DEPARTMENT: ALL TOWNS, SCHOOLS & VILLAGES  
CLASSIFICATION: NON-COMPETITIVE  
APPROVED: 5/16/96

AUTOMOTIVE MECHANIC

**DISTINGUISHING FEATURES OF THE CLASS:** Works as a skilled automotive mechanic. This is skilled work involving responsibility for the efficient repair of a wide variety of automotive equipment including heavy duty equipment such as bulldozers, graders and buses. 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. Immediate 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. May perform electrical and plumbing repair work;
12. 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; (See Special Requirement A)
17. Drives a truck as required. (See Special Requirements B)

**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.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma and possession of an appropriate New York State Motor Vehicle Operator's License at the time of appointment;

**AND:** 1. Two (2) years of satisfactory experience in a municipal highway department or school garage which involved automotive maintenance and repair work;

**OR:** 2. Two (2) years of satisfactory experience as an automotive mechanic in a State approved automotive repair shop;

**OR:** 3. Three (3) years of satisfactory 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 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 the appropriate Federal and State Motor Vehicle Operator Licenses.

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**AUTOMOTIVE MECHANIC ... CONTD.**

**SPECIAL REQUIREMENTS:**

A.   When required to drive a school bus:

Eligibility for the appropriate level New York State Motor Vehicle licensed at the time of application. Possession of a New York State Class II chauffeur's license at time of appointment, and must be at least 21 years of age.

Candidates must satisfy the requirements for Automotive Mechanic as set forth in the Rules and Regulations of the New York State Commissioner of Education and New York State Vehicle and Traffic Laws. Compliance is the responsibility of the appointing Report of Personnel Change. (added 10/5/88)

B.   When required to drive a truck:

Possession of a Class III License L.1972.

Possession of an alternate applicable license is acceptable when application is accompanied by an administrative letter stating that the candidate will not operate a motor vehicle contrary to the Vehicle and Traffic Law of New York State.