

**DEPARTMENT:** NIAGARA WHEATFIELD SCHOOL DISTRICT  
**CLASSIFICATION:** NON-COMPETITIVE – NYSCSC APPROVED 06/17/2010  
**APPROVED:** SEPTEMBER 11, 2007

**AUTOMOTIVE MECHANIC - LABORER**

**DISTINGUISHING FEATURES OF THE CLASS:** Incumbents in this class perform duties of a skilled automotive mechanic as well as unskilled/semi-skilled routine manual work. The works involves responsibility for the efficient maintenance and repair of a wide variety of automotive equipment and small engines. The incumbent also performs routine manual work that requires physical strength, endurance and a willingness to perform heavy work. General instructions are received regarding tasks to be performed. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Automotive Mechanic –

1. Performs skilled operations in maintaining and making general repairs to heavy duty and pick-up trucks, passenger automobiles and such power equipment as grass cutters and other small engines;
2. Repairs and overhauls brake systems, clutches, differentials, transmissions, and front and rear axles;
3. Tunes motors and adjusts carburetors;
4. Operates machine shop equipment as necessary, including lathes, grinders, drill presses, welding, brazing, and burring equipment to make and repair equipment parts;
5. Performs body and equipment repairs;
6. Maintains accurate records of work performed and material used;
7. Mounts and dismounts snow plow blades and other auxiliary equipment;
8. Makes and installs improvements on vehicles when necessary;
9. Performs electrical and plumbing repair work when necessary;
10. Drives schools buses and trucks as required.

Laborer –

1. Cleans lighting fixtures, replaces light bulbs, and washes windows, moves furniture, equipment, washes walls and vehicles;
2. Assists with outside work such as sweeping walks, shoveling snow, cutting lawns, trimming hedges, etc;
3. Cleans and performs minor maintenance on trucks, tractors, assigned vehicles and tools;
4. Assists with the loading and unloading of trucks including garbage, rubbish, gravel, sand, stone, building materials, supplies, and etc;
5. Operates motorized equipment as required in carrying out these assigned duties, may for training or in an emergency operate trucks \*assigned vehicles within the New York State Motor Vehicle regulations.
6. Serves as a messenger and makes deliveries;
7. Assists with snow removal and plowing, sanding and salting of roads, erection and removal of snow fences and signs, picking up trash, cutting grass, trimming trees and bushes etc. when assigned.

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

Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; working knowledge of the machinist trade; working knowledge of the maintenance and repair of buildings, fixtures and equipment; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; ability to make a variety of simple repairs and adjustments to buildings and equipment; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to lay out work for self; ability to lift heavy weights; good motor and hand and eye coordination; manual dexterity; willingness to perform routine manual work; willingness to work under all weather conditions; physical endurance; physical condition commensurate with the requirements of the position.

**CONTINUED**

## **AUTOMOTIVE MECHANIC – LABORER CONTINUED**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma

- AND:**           1.       Two (2) years of satisfactory paid experience in a municipal highway department or school garage which involved automotive maintenance and repair work;
- OR:**             2.       Two (2) years of satisfactory paid experience as an automotive mechanic in a State approved automotive repair shop;
- OR:**             3.       Three (3) years of satisfactory paid 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 paid experience as a skilled automotive mechanic which shall have involved repair and maintenance of heavy automotive equipment.

**NOTE:** Verifiable part-time experience will be pro-rated towards meeting the qualifications. One (1) year of specialized automotive training in a recognized school equates to one (1) year of the required experience.

### **SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:**

Possession of the appropriate Federal and State Motor Vehicle Operator Licenses as required by the School District. It is the District's responsibility to ensure that candidates and employees possess the appropriate license to perform the duties of this position. Compliance is the responsibility of the appointing authority who must advise Niagara County Civil Service of the candidates' compliance when submitting appointing Report of Personnel Change. The Special Requirement can be waived if the School District submits an administrative letter indicating that the employee will not drive school buses nor train others to operate school buses if this would require the employee to drive.