

## **AUTOMOTIVE MECHANICS**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing preventative maintenance and service of a wide variety of motor equipment including automobiles, pick up trucks and buses. The work is performed under the general supervision of Fleet Operations Manager, Central Garage Working Supervisor, Head or Senior Automotive Mechanic according to established policies and procedures. May assist the Head and Senior Automotive Mechanics when needed and for training purposes. An Automotive Mechanic differs from a Senior Automotive Mechanic, in that a Senior Automotive Mechanic is responsible for the diagnosis and repair of gas and diesel motor equipment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Performs NYS inspections for vehicles under 18,000 lbs;
- Checks and refills liquids including brake fluid, transmission fluid, power steering fluid, coolant and windshield washer fluids;
- Changes oil and oil filters in automobiles, trucks and buses;
- Changes flat tires on automobiles, trucks and buses;
- Replaces brake pads for disc and drum brakes;
- Replaces air filters;
- Inspects and replaces motor vehicle batteries;
- Documents maintenance or service performed by completing a Work Order Sheet;
- Operates various types of equipment necessary in the performance of automotive maintenance work such as wrenches, hand tools, lifts, and wheel balancing equipment;
- Assists in conducting an inventory of all parts on a semi-annual basis;
- May attend in-service training workshops by manufacturers of equipment;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the tools and equipment used in motor vehicle maintenance work;
- Good knowledge of the rules and regulations surrounding NYS Motor Vehicle Inspections;
- Good knowledge of automotive lubrication methods;
- Good knowledge of the methods and of the terminology, tools and safety precautions of the trade;

(Over)

- Good knowledge of automotive parts, supplies, tools and equipment;
- Working knowledge of the methods and terminology of automotive parts inventory;
- Skill in performing basic motor equipment preventative maintenance;
- Skill in the safe and efficient operation of motor equipment;
- Ability to understand and follow oral and written instructions;
- Ability to perform NYS Vehicle Inspections for vehicles under 18,000 lbs;
- Ability to establish and maintain effective working relationships with others;
- Ability to communicate effectively both orally and in writing;
- Ability to order, receive and stock automotive parts;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Successful completion of 30 credit hours in Automotive Technology from a regionally accredited college or university; and two (2) years of experience in an automotive equipment repair shop performing maintenance of automotive equipment; or
- (b) Graduation from high school technical or vocational program in automotive equipment maintenance and repair; and two (2) years of experience in an automotive equipment repair shop performing maintenance of automotive equipment; or
- (c) Three (3) years of experience in an automotive equipment repair shop performing maintenance of automotive equipment; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

**SPECIAL REQUIREMENT:**

- Possession of a valid New York State CDL driver's license with appropriate endorsements. Must obtain within six (6) months of appointment.
- Possession of a New York Motor Vehicle Inspector's license – Group 1. Must obtain within six (6) months of appointment.
- Possession of a valid New York State driver's license (Class D) is required at time of appointment.

Adopted CSC: 10-19-05

Modified CSC: 11-16-05

Modified CSC: 3-21-13

Modified CSC: 5-19-16

Jurisdictional Classification: Non-Competitive