AUTOMOTIVE MECHANIC

Minimum Qualifications: Two (2) years experience, which shall have involved the repair and maintenance of automotive equipment.

Reports to: Transportation Supervisor

Essential Job Function-Distinguishing Features of the Class:

This is skilled work involving responsibility for the complete overhaul and repair of a wide variety of automotive equipment including heavy duty equipment such as bulldozers, graders, tractors, and snowplows, and also repair of large passenger vehicles such a school buses. The work requires a good knowledge of the trade. General instructions are received regarding tasks to be done, permitting considerable leeway in planning the details of each assignment. An <u>Automotive Mechanic</u> does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Performs skilled operations in repairing and overhauling gasoline and diesel motor equipment including trucks, school buses, tractors, graders, bulldozers, and power shovels.
2. Repairs and replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers.
3. Assembles and times engines.
4. Mounts and dismounts snowplow blades and other auxiliary equipment.
5. Diagnoses trouble, makes repairs, or overhauls automotive equipment such as ignition systems, electrical systems, transmissions, brake systems, suspension and exhaust systems, clutches, and front and rear axles.
6. Adjusts connecting rods and bearings.
7. Straightens frames and fenders.
8. Repairs and paints damaged body parts, tightens body bolts, and replaces floors.
9. Repairs seats and seat frames.
10. Installs door windows.
11. Adjusts steering mechanisms and aligns wheels.
12. Repairs and maintains auxiliary equipment on trucks, school buses, graders, and rollers.
13. May use welder or acetylene torch to make repairs to automotive and other equipment.
14. May operate machine shop equipment.
15. May prepare and maintain time sheets for bus drivers and notify substitutes to appear for work.
16. May inspect and certify vehicles as roadworthy in accordance with New York State requirements.
17. May operate a school bus on a regular substitute basis.
18. May participate in the performance of manual laboring tasks and the operation of motor equipment.
19. May instruct others in automotive servicing and preventative maintenance procedures.

Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:

Good knowledge of automotive and large displacement gasoline engines and methods associated with their maintenance; demonstrated ability to make repairs to gasoline engines; good knowledge of terminology, tools, and safety precautions associated with automotive maintenance; working knowledge of machine shop procedures; ability to diagnose mechanical, electrical, and hydraulic defects in automotive vehicles and equipment; ability to work from plans and specifications and to follow rough sketches or oral instructions; possession of a good driving record; manual dexterity; mechanical aptitude; physical condition sufficient to perform the essential functions of the position.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Transportation Supervisor

NOTE: Successful completion of a certified training course in automotive engine repair offered by a New York State approved technical training institute may be substituted for one (1) year of experience described above.

SPECIAL REQUIREMENT:
   A. In agencies where required, possession of appropriate class New York State Motor Vehicle Operator's license at time of appointment.

   B. In agencies where required, employee must obtain and keep an up to date New York State Department of Motor Vehicles inspector's certification as issued by the appropriate New York State authorities.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties

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