

## **Automotive Mechanic (Highway) Tompkins County**

**Department:** Highway  
**Classification:** Competitive -Pending Jurisdictional Classification  
**Labor Grade:** BC Grade 9  
**Approved:** 9/2024  
**By:** HB, Deputy Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **AND** two years of experience in an automobile shop performing or assisting in the lubrication and repair of automotive equipment.

### **SPECIAL REQUIREMENTS:**

Must possess a valid New York State class D license at time of application and maintain such license for the duration of employment.

Must furnish and maintain own toolbox and hand tools as required.

Must enter into the Tompkins County Highway Department Drug and Alcohol Testing Program under a Safety Sensitive position.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for servicing public works vehicles and equipment, as well as performing up to journey level mechanical repairs and assisting in the parts room. Depending on the location of the position, the incumbent will also assist the Heavy Equipment Mechanic in maintaining and repairing equipment. The work will be performed under direct supervision of an Senior Heavy Equipment Mechanic, Town Supervisor, Town Highway Superintendent/Deputy Superintendent, Public Works Manager or Village Mayor, as appropriate, in accordance with established policies and procedures. Work requiring more independence and responsibility is given to the incumbent as his/her skill level increases. Supervision of others is not generally a function of this class of positions. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Assists Heavy Equipment Mechanic with automotive and heavy equipment repair and maintenance activities;

Performs up to journey level mechanical repairs;

Services automobiles, trucks, bulldozers, graders, rollers, backhoes and other public works equipment with proper lubricants, replenishing fuel, oil, and water as needed;

Inspects and services equipment in accordance with maintenance schedules;

Checks and lubricates transmissions, differentials, and rear axle housing;

Repairs flat tires, mounts tires on wheel rims and inflates tires to recommended pressure;

Inspects and replaces light bulbs, electrical switches and defective wiring;

Drives fuel truck to perform fueling and lubrications at work sites;

Performs a monthly fire extinguisher check and routine shop maintenance;

Inspect and replaces belts, hoses, cutting edges, drain and flush radiators;

Depending on the location of the position, the incumbent may be required to haul materials and plow snow.

The incumbent will perform all related duties as required.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Working knowledge of the tools and equipment used in motor vehicle and public works equipment maintenance and repair;

Working knowledge of automotive and equipment fueling and lubricating methods;

Skill in the use and care of automotive and public works equipment and servicing;

Ability to inspect automotive equipment and determine the need for grease, oil, water, and gasoline;

Ability to assist in making mechanical repairs;

Ability to answer phone, take messages and relay those messages to appropriate personnel;

Ability to lift heavy objects;

Ability to perform activities involving considerable strenuous effort;

Willingness to use and operate equipment, tools and machines;

Ability to perform a variety of repair activities not requiring journey-level mechanic experience or knowledge;

Ability to work from plans, specifications, electrical and hydraulic schematics, rough sketches and oral instructions;

Willingness to tolerate odors, dirt, exposure to solvents, oils, work in all kinds of weather conditions, and make repairs on job sites and roadways;

Willingness to work outdoors and respond to emergency work;

Ability to understand and follow oral and written instructions;

Ability to communicate and work well with others;

Ability to operate a truck in order to haul material and plow snow as necessary by the hiring authority;

Dexterity;

The employee's physical condition shall be commensurate with the demands of the position;

### **ESSENTIAL FUNCTIONS - PHYSICAL, MENTAL AND ENVIRONMENTAL**

Please note that these are illustrative only and do not attempt to address every type of physical, mental or environmental factor that may exist when performing the typical work activities outlined above.

**Physical:** The employee is routinely required to stand, walk, kneel, stoop, crouch, bend, reach and twist multiple times during an eight-hour, or occasionally longer, work day. He or she must push or pull up to 700 pounds (with mechanical or human assistance), lift, carry and/or hoist overhead as much as 60 pounds. An individual in this role is required to have sufficient visual and auditory acuity to be able to perform acceptably and avoid risks and dangers to him or herself and co-workers. He or she is required to speak and communicate sufficiently to avoid risks and dangers to him or herself and co-workers. The employee must be able to firmly grasp tools, equipment and machinery parts. He or she is required to have fine motor skills and sufficient hand/eye coordination necessary to manipulate, repair and install large and small parts. Head, hands, arms, legs and feet must all work together in coordination in order to enable an individual to perform the essential functions of this job.

**Environmental:** The employee must possess a psychological makeup and the interpersonal skills necessary for him or her to work cooperatively with others. He or she must be able to walk on slippery or uneven surfaces, have the ability to work alone, both inside and outside, and may be exposed to dust, dirt, grease, humidity, excessive heat (occasionally above 100°) and excessive cold (often below 32°). He or she must have the full physical ability to operate and drive all kinds of heavy and light equipment as well as trucks, most with a clutch and standard transmission configuration, some with many gear options.

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