

# **Automotive Mechanic Tompkins County**

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Non-competitive

**Labor Grade:** Blue Collar I (9)

**Approved:** 06/79

**Revised:** 04/88; 05/91; 09/02; 12/03; 04/08; 04/20

**By:** LG, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

\*Two years of satisfactory experience as a skilled automotive mechanic.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**\*NOTE:** Full-time automotive mechanic training may be substituted for the experience required above on a year-for-year basis.

## **SPECIAL REQUIREMENTS:**

If required to operate a school bus, the applicant must be eligible for the appropriate New York State operator's license at the time of application, possess such license at the time of appointment and maintain the license throughout the life of employment.

Applicants must satisfy requirements for Bus Drivers set forth in the rules and regulations of the New York State Commissioner of Education.

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

An Automotive Mechanic is responsible for servicing, repairing and maintaining all of the automotive and other equipment of a civil division. This is skilled work involving responsibility for the maintenance and repair, including major repair, of all automotive equipment owned by a Town, Village or School District. The work is performed under general direction with considerable leeway allowed for the exercise of independent judgement when bringing equipment up to approved standards of safety and operation. Supervision may be exercised over the work of school monitors, helpers, school bus attendants, bus drivers, automotive mechanic assistants and other employees as appropriate.

When responsible for the transportation program (for jurisdictions that do not employ a Transportation Program Supervisor or Administrator), an employee in this class is responsible for laying out and amending bus routes, calling in substitute drivers, maintaining transportation records, and generally supervising pupil transportation. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Performs a variety of repairs to buses, automobiles, trucks, tractors and other machinery and equipment;
- Lays out and supervises the work of helpers, assistants and any maintenance tasks done by bus drivers;
- Schedules maintenance work to insure proper servicing of vehicles;
- Repairs or replaces springs, axles, wheel bearings, transmissions, clutches, heater cores, brake systems, pumps and carburetors;
- Repairs ignition systems, generators, regulators, etc;
- Adjusts steering mechanisms and aligns wheels;
- Makes minor welding repairs to bodies and chassis;
- Maintains records of parts and supplies used and prepares requisitions;
- May paint bus bodies and repair interiors including seats and windows;
- May perform major engine overhauls;
- May be required to sweep and maintain the cleanliness of bus interiors;
- May be required to wash bus exterior and add gas and oil.

## **WHEN RESPONSIBLE FOR THE TRANSPORTATION PROGRAM:**

- Annually assists in laying out school bus routes;

- Makes minor changes in bus routes to meet needs of district;
- Maintains records and prepares transportation reports;
- Instructs bus drivers concerning safety rules and regulations;
- Interviews and recommends hiring of new bus drivers;
- Arranges for substitute bus drivers and special bus trips;
- Assists in the preparation of the annual budget.
- The incumbent may be required to drive a school bus on a regular basis or substitute as needed.

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

- Thorough knowledge of standard automotive repair methods and of the tools and terminology of the trade;
- Skill in making repairs to automotive and other mechanical equipment; Ability to lay out work for self and others;
- Familiarity with welding techniques;
- Ability to maintain simple records and prepare reports;
- Good motor skills, hand and eye coordination;
- The employee's physical condition shall be commensurate with the demands of the position.

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