

Automotive Mechanic Assistant Tompkins County

Department: Various Agencies Throughout Tompkins County
Classification: Non-competitive
Labor Grade: Blue Collar F (6)
Approved: 0
Revised: 01/90; 5/91; 2/93; 1/99; 3/02; 7/05; 5/13; 9/13; 4/20
By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: None.

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

SPECIAL REQUIREMENTS: An applicant for this position must possess a valid New York State Drivers License Class D at the time of appointment and maintain such license for the duration of employment. However, if a municipality requires an incumbent to operate a motor vehicle in excess of 12,000 GVW on a public roadway, he or she must possess a class A or B license with endorsements appropriate to the vehicle being operated (P and S for school bus driving). It is the responsibility of the appointing authority to ensure that the employee possesses an appropriate license above and beyond the required Class D.

DISTINGUISHING FEATURES OF THE CLASS:

This is entry-level automotive maintenance and repair work. An Automotive Mechanic Assistant independently performs routine equipment service and maintenance and assists an Automotive Mechanic with more complex automotive and equipment repair and maintenance activities. The work may be performed under the general direction of a County Highway Manager, Town Highway Superintendent, Village Director of Public Works and Utilities or a Heavy Equipment Mechanic or (for school districts) Head Bus Driver or Head Mechanic. However, the incumbent will perform his or her duties in accordance with established policies and procedures under the direct supervision of an Automotive Mechanic or Working Supervisor. Supervision of others is generally not the responsibility of an Automotive Mechanic Assistant. Work requiring more independence and responsibility is given to the incumbent as his/her skill level increases. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Services automobiles, buses, trucks, bulldozers, graders, rollers, back hoes and other public works equipment with proper lubricants and replenishes gasoline, oil and water as needed;
- Inspects and services batteries;
- Checks and lubricates transmissions, differentials, and rear axle housings;
- Repairs flat tires, mounts tires on wheel rims and inflates tires to recommended pressure;
- Inspects and replaces light bulbs and electrical switches;
- Assists Automotive Mechanics or Heavy Equipment Mechanics with more complex automotive repair and maintenance activities;
- May drive a fuel truck to perform fueling and lubrication at work sites;
- May drive a school bus as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the tools and equipment used in motor vehicle and public works equipment;
- Working knowledge of automotive lubricating methods;
- Skill in the use and care of automotive and public works equipment servicing tools and equipment;
- Ability to determine by inspection of automotive equipment the need for grease, oil, water, and gasoline;
- Ability to assist in making minor mechanical repairs;
- Ability to understand and follow simple oral and written instructions;
- Ability to work well with others;
- Ability to lift heavy objects;
- Ability to perform activities involving considerable strenuous effort;
- Dexterity;
- Willingness to use and operate potentially harmful equipment, tools and machines.
- The employee's physical condition shall be commensurate with the demands of the position.

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