

# **Automotive Mechanic Helper Tompkins County**

**Department:** Various Agencies Throughout Tompkins County

**Classification:** Non-competitive

**Approved:** 0

**Revised:** 12/89; 01/90; 02/93; 01/03; 04/08; 05/13

**By:** HH, Commissioner of Personnel

**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 throughout the life 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, B, or C license with endorsements appropriate to the vehicle being operated. 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 the beginning level of automotive repair and maintenance work. The work involves responsibility for assisting an Automotive Mechanic in servicing, maintaining and repairing automotive equipment. The work is performed under direct supervision of an Automotive Mechanic in accordance with established policies and procedures. More independence and responsibility work is given to the incumbent as his/her skill level increases. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Services automobiles, trucks, bulldozers, graders, rollers, backhoes 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 and mounts tires on wheel rims and inflates tires to recommended pressure;  
Inspects and replaces light bulbs and electrical switches;  
Assists Automotive Mechanics with more complex automotive repair and maintenance activities;  
May drive a fuel truck to perform fueling and lubrication at work sites;  
May be required to sweep and maintain the cleanliness of bus interiors;  
May be required to wash bus exterior and add gas and oil.

**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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