

# Head Mechanic Tompkins County

**Department:** TCS, BOCES

**Classification:** Non-competitive for School Districts Service. Competitive PJC elsewhere.

**Approved:** 03/24/80

**Revised:** 11/95; 10/96; 5/14; 7/15; 10/16

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Two years of experience as a journeyman automotive mechanic (completion of a traineeship AND two years of journey-level experience); OR

(b) Seven years as an automotive mechanic.

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

## **NOTE:**

Full-time training in Automotive Mechanics may be substituted for the above experience on a year-for-year basis.

## **SPECIAL REQUIREMENT:**

If required to operate a school bus, the appointee must obtain the appropriate New York State operator's license within a reasonable period of time from the date of appointment - as determined by the appointing authority, but certainly no later than the end of the employee's probationary period. Applicants must satisfy all of the requirements for Bus Driver as set forth in the rules and regulations of the New York State Commissioner of Education. The appropriate class of license and required endorsements must be maintained for the duration of employment.

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

This is skilled work involving responsibility for performing maintenance and repair, including major repair, of automotive equipment, scheduling work and hours of automotive mechanics and automotive mechanic helpers, and maintaining related records in a school district garage. An employee in this class is also responsible for laying out and amending bus routes, calling in substitute bus drivers and assigning bus drivers to routes. The work is performed under the general supervision of the Superintendent. Direct supervision is exercised over the work of mechanics and other staff as assigned. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Places buses on a regular maintenance schedule and develops a preventive maintenance program in cooperation with the superintendent;
- Initiates necessary repairs to vehicles based on information received verbally from drivers;
- Performs mechanical repair work and assists/advises other mechanics;
- Arranges for the pick-up and repair of buses in the event of an accident or breakdown;
- Orders parts and materials for vehicle maintenance;
- Schedules work shifts, hours and assigns specific tasks and work programs to other mechanics;
- Informs the superintendent of the condition of vehicles and other matters pertaining to the transportation system;
- Keeps records of repair and maintenance performed and any other records required by the State Public Service Inspector or the school district;
- Assures that all district transportation forms are timely and properly completed;
- Assigns drivers and substitutes to regular, extra-assignment and trip routes by application of the driver seniority system;
- Updates and maintains all runs.
- Supervises staff responsible for cleaning the maintenance garage.

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

- Thorough knowledge of standard automotive repair methods and of the tools and terminology of the trade;
- Good knowledge of accident precautions to the trade;
- Demonstrated ability to make difficult repairs to automotive and other mechanical equipment;
- Ability to plan and direct the work of self and others;
- Ability to work from plans and specifications and to follow sketches and oral instructions;
- Ability to maintain simple records and prepare reports;
- Ability to get along well with others;
- Initiative and dependability;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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