



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **AUTOMOTIVE MECHANIC**
Jurisdictional Class: Non-Competitive
Civil Division: County Highway Department, Villages, County Schools, Towns
Adoption: CSM 11/1/75
Revised: CSM 1/8/03, 9/10/03

DISTINGUISHING FEATURES OF THE CLASS:

Makes skilled repairs and adjustments to automotive equipment and machinery; does related work as required. This is skilled work involving responsibility for the overhaul and repair of a variety of automotive equipment. The work requires a thorough knowledge of the trade. General instructions are received regarding tasks to be performed, but considerable leeway is permitted in planning the details of each assignment. Supervision may be exercised over the work of Automotive Mechanic Helpers or other assistants.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes skilled repairs to gasoline and diesel motor equipment, including trucks, tractors, and buses;
Repairs or replaces motors, pumps, fuel pumps, generators, carburetors, and shock absorbers;
Repairs ignition systems, transmissions, brake systems, clutches, and front and rear axles;
Adjusts connecting rods and bearings;
Leads in, assigns, and checks minor repairs and maintenance performed by helpers;
Adjusts steering mechanisms and aligns wheels;
Makes minor welding repairs to automotive equipment;
Tunes engine and sets the timing;
Requisitions a variety of repair parts, tools, and supplies;
Attaches and removes snowplow blades and other auxiliary equipment;
May perform other minor or related maintenance activities as needed, such as oil changes, tire checks and repairs, etc;
In school districts, may operate a school bus on assigned route;
Maintains a variety of records such as work orders, equipment serviced, or other reports as requested by supervisor;
May operate motor vehicle equipment in down time or as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade;
Demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment;
Familiarity with welding techniques;
Ability to lead in and supervise the work of others;
Ability to work from plans and specifications and to follow rough draft sketches and oral instructions;
Good motor, hand, and eye coordination;
Manual dexterity;
Good physical condition.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or NYS registered technical school or community college with an Associate's Degree or certificate in automotive repair technology or closely related field; OR
- (B) Graduation from a high school technical or vocational program in automotive equipment repair and 1 year of experience in an automotive equipment repair shop performing repair and maintenance of automotive equipment under the supervision or direction of a skilled automotive equipment mechanic; OR
- (C) Two (2) years of experience as defined above or as an Automotive Mechanic Helper; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State driver's license appropriate to the vehicles operated.

NOTE: If the position involves the operation of school buses, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.