



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

JOB SPECIFICATION

Civil Service Title: **SENIOR AUTOMOTIVE MECHANIC**
Jurisdictional Class: Non-Competitive
Civil Division: County Schools
Adoption: CSM
Revised: CSM 05/09/79, 4/13/05

DISTINGUISHING FEATURES OF THE CLASS:

Supervises and makes skilled repairs and adjustments to a variety of school district automotive equipment and related machinery; does related work as required. These duties involve primary responsibility for supervising and performing skilled automotive repair and maintenance tasks requiring a thorough knowledge of the trade. In some school districts, the incumbent may be responsible for dispatching buses on regular and special trips. This class differs from that of Transportation Supervisor in that preparation of the transportation budget, establishment of bus route, time schedules, and bus stopping places are not functions of the position. This work is performed under general supervision allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision may be exercised over subordinate Automotive Mechanics, Automotive Mechanic Helpers, and School Bus Drivers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Maintains preventive maintenance on school buses;
Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, and buses;
Repairs or replaces motor 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, steering mechanisms, and aligns wheels;
Greases vehicles, changes oil and oil filters;
Maintains trip records and prepares transportation reports including accident reports;
May call and assign substitute drivers;
May assign drivers to special field trips;
Maintains time records for payroll purposes;
Assists in preparing transportation budget estimates and recommendations;
May operate a school bus;
May oversee and supervise school district grounds maintenance activities including athletic fields, playgrounds, cutting of lawns, trimming shrubs, and related activities.

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;
Good knowledge of the operation of buses;
Good knowledge of the geography of the district;
Good knowledge of safety procedures and traffic laws and regulations;
Ability to plan and supervise the work of others;
Good motor and hand and eye coordination;
Manual dexterity;
Good physical condition.

MINIMUM QUALIFICATIONS:

(A) Four (4) years of experience as a skilled automotive repairman.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level New York State Driver's License at time of application.

Possession of license at time of appointment.

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.