



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

JOB SPECIFICATION

Civil Service Title: **AUTOMOTIVE MECHANIC FOREPERSON**
Jurisdictional Class: Non-Competitive
Civil Division: County Highway Department, County Schools
Adoption: CSM
Revised: CSM 5/13/86, 2/12/97, 1/8/03, 4/11/07

DISTINGUISHING FEATURES OF THE CLASS:

Supervises and makes skilled repairs and adjustments to a variety of automotive equipment; 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. The work is performed under general supervision allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision is exercised over Automotive Mechanics and Helpers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs and generally supervises garage personnel;
Plans and oversees a preventive maintenance program on automotive equipment which includes school buses if working in a school district;
Supervises and performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, which may include school buses, trucks, tractors, and other road maintenance equipment;
Schedules and coordinates repair operations;
Supervises the ordering, storage, and distribution of parts, supplies, and equipment;
Maintains time records for payroll purposes;
May assist in preparing budget estimates and recommendations;
May operate any of a variety of automotive equipment;
Maintains schedule of services and repairs;
Oversees all purchases and ensures that requisitions are prepared;
Coordinates with the supervisor for upcoming activities and to determine priorities when conflicts arise;
Performs quality control checks of work performed by assigned mechanics;
Monitors budget status, both revenues, and appropriations;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair methods including diesel engines and of the terminology and tools of the trade;
Thorough knowledge of state laws regarding bus safety and equipment if working in a school district;
Demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment;
Familiarity with welding techniques;
Good knowledge of safety procedures and traffic laws and regulations;
Ability to plan and supervise the work of others;
Good motor, hand, and eye coordination;
Manual dexterity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma AND 4 years of experience as a skilled automotive repairman.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Appropriate level NYS Driver's License at time of appointment.

The following is applicable only in the Cayuga County Highway Department: Possession of a certificate by NYS Department of Motor Vehicles to conduct vehicle inspections at time of appointment.

The following is applicable only in School Districts: 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.