



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

JOB SPECIFICATION

Civil Service Title:	AUTOMOTIVE MECHANIC HELPER
Jurisdictional Class:	Non-Competitive
Civil Division:	County Highway Departments, County Schools
Adoption:	CSM 11/1/75
Revised:	CSM 10/1/97, 5/8/02; 12/13/06

DISTINGUISHING FEATURES OF THE CLASS:

Assists in the routine work involved in the service and maintenance of automotive equipment; does related work as required. This is the beginning level of automotive repair and maintenance work. The duties do not include repair jobs involving skilled work except in the capacity of mechanic helper. Duties of a less complex nature are performed independently. Mechanical work of more complex nature may be performed under the supervision of a mechanic or other qualified supervisor.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Checks tires and repairs flats, mounts and balances tires on rims and vehicles;
Changes oil and lubricates automotive equipment;
Assists mechanic in the grinding of valves and the fitting of bearings, pistons, and rings;
Assists in the repairing and overhauling of brake systems, differentials, transmissions, and front and rear axles;
Helps adjust steering mechanisms and align wheels;
Performs a variety of related mechanical tasks,
Performs oil changes and other type maintenance activities on vehicles;
Looks up and orders parts as directed by mechanics;
Picks up parts from vendors as needed;
Maintains work orders on vehicles and equipment serviced;
Takes maintenance requests from drivers on vehicles and equipment;
May operate a school bus on an assigned route.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of modern automotive repair methods and of the tools and terminology of the trade;
Willingness to perform mechanical work;
Ability to understand and carry out oral directions;
Good motor, hand, and eye coordination;
Mechanical aptitude;
Good physical condition.

MINIMUM QUALIFICATIONS: EITHER:

(A) One (1) year of experience in the repair or maintenance of automotive equipment in a garage, automotive repair shop, or related employment; OR

(B) Graduation from a technical program such B.O.C.E.S. for Automotive Repair, Automotive Mechanics or related field and 6 months of experience as defined in (A) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level NYS 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 NYS Commissioner of Education.

CAYUGA COUNTY HIGHWAY DEPARTMENT ONLY:

The following is applicable only in the Cayuga County Highway Department:

*Eligibility for a New York State Motor Vehicle Inspector Certificate GROUP 1 Certification at time of appointment.

Possession of a New York State Motor Vehicle Inspector Certificate GROUP 1 Certification prior to the completion of the probationary period of incumbent.

*NOTE- to be eligible to apply for Certification as a Motor Vehicle Inspector-Group 1, you must meet the following requirements as specified by the NYS Department of Motor Vehicles:

"You MUST be at least 17 years old and have at least 1 year of motor vehicle repair experience in the year immediately preceding this application, in the area in which you apply to be certified, or you must provide a copy of an acceptable school diploma in vocational motor vehicle trades".