

HEAVY EQUIPMENT MECHANIC  
(TOWN OF CANANDAIGUA)

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving the responsibility for the repair and maintenance of all automotive equipment owned and/or operated by the jurisdiction. An employee in this class performs safety inspections, maintenance and repairs to a wide variety of automotive, truck and heavy construction equipment, such as bulldozers and graders. The work is performed under the general direction of the Town Highway Superintendent with wide leeway given for independent judgment in planning, organizing and scheduling the service and repair work. Supervision may be exercised over less skilled automotive mechanics/technicians, equipment operators and/or laborers assigned to assist. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Inspects a variety of automotive, mechanical and hydraulic equipment for worn, damaged or defective parts or mechanisms by visual inspections, road tests and use of modern testing devices;

Plans, schedules and performs the maintenance and repair of all automotive, light and heavy trucks and heavy construction equipment such as bulldozers, gradalls, rollers and other equipment;

Performs state inspections of all vehicles;

Performs the difficult troubleshooting, adjustments, tune-ups, and repair and building jobs;

Maintains parts inventory and purchases replacement parts and tires;

Identifies diagnostic tools and equipment necessary to perform maintenance of the fleet and informs Town Highway Superintendent;

Uses computer-based equipment management information system to record and access purchase orders and fleet maintenance records;

Keeps records of all repairs on paper and through the computerized fleet management system;

Prepares and submits activity and cost reports;

Monitors budget of fleet maintenance and provides assistance to the Town Highway Superintendent on expenses for the fleet and budget needs;

May supervise less skilled employees assigned to assist;

Performs a wide variety of related duties in connection with the maintenance of automotive equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the common practices, tools, terminology and safety precautions of automotive and heavy equipment diagnostics, mechanical and body repair; ability to diagnose and make repairs on a variety of automotive equipment; ability to work from plans and sketches; ability to understand and carry out oral and written directions; ability to get along well with and secure the cooperation of others; ability to prepare budget estimates and maintain a record of operating expenses; ability to enter and retrieve data from computer; ability to record and comprehend Material Data Safety Sheets (MSDS); ability to prepare simple reports; good judgement; initiative and resourcefulness; thoroughness; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND four (4) years of full-time paid experience, or its part-time equivalent, as a skilled automotive mechanic or technician in a full-service automobile repair shop; two (2) years of which shall have involved the repair of heavy/construction equipment.

SUBSTITUTION: Up to two (2) years of the required general repair experience may be substituted with formal training in automotive repair, on a year-for-year basis, one year of full-time training being equal to one year of full-time experience.

SUBSTITUTION: Up to two (2) years of the required heavy/construction equipment repair experience may be substituted with formal heavy equipment repair training, on a year for year basis, one year full-time training being equal to one year of full-time experience.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Within one year of appointment, candidate must possess and maintain throughout the tenure of employment both:

- A. A valid Class B New York State Commercial Driver's License **AND**
- B. A valid New York State Certification to perform motor vehicle inspections.

ADOPTED: November 15, 2019

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

Pending Jurisdictional Classification by the NYS Civil Service Commission