

PROMOTIONAL OPPORTUNITY FOR  
CURRENT GENEVA CITY SCHOOL DISTRICT EMPLOYEES

Minimum Promotional qualifications: Current GCSD employee holding the title of Automotive Mechanic for a minimum of two (2) years.

HEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for laying out and supervising the work of Automotive Mechanics, and for personally performing the more difficult jobs which require a higher degree of skill. The work may involve general supervision of bus drivers or mechanics. General policies are determined by a superior, except for unusual problems, such as repairing or discontinuing use of equipment, wide leeway is afforded for independently assigning tasks and making job decisions. The work is subject to administrative review for the economical and efficient operation and maintenance of the equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Advises and instructs mechanics and personally performs highly skilled work on motors and accessories;  
Does incidental spray painting;  
Exercises general supervision over an automotive garage;  
May supervise bus drivers or mechanics and keeps time records;  
Inspects equipment and assigns jobs to mechanics;  
Dismantle equipment and advises mechanics on parts to be repaired or replaced;  
Inspects work in progress to see that repairs and replacements are properly made and that units are satisfactorily assembled;  
Makes shop and road tests of equipment repaired before returning it to service;  
Requisitions repair parts, tools and supplies as required and maintains a variety of records and reports covering the work of an automotive garage;  
Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the standard practices, methods, tools and equipment of the automotive mechanic trade; considerable knowledge of the operating principles and mechanics of internal combustion engines; considerable knowledge of the occupational hazards and safety precautions of the trade; skill in locating and correcting defects in automotive equipment; skill in the care and use of the standard tools and equipment of the trade and in the operation of the machines and equipment used in testing, repairing and adjusting motors and parts; ability to make estimates of time and materials needed for automotive repair work; ability to plan, assign, supervise and inspect the work of automotive mechanics; ability to establish and maintain effective working relationships with other employees; ability to determine whether replacement of parts or equipment is more economical than making the indicated repairs; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of appropriate New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.