

AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for the complete overhaul and repair of a wide variety of automotive equipment including heavy-duty equipment such as bulldozers and graders. The work requires a thorough knowledge of the trade. General instructions are received regarding tasks to be performed, but considerable leeway is permitted in planning the details of each assignment. Supervision may be exercised over one or more assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, graders, bulldozers, power shovels and buses;
Repairs or replaces motor pumps, fuel pumps, generators, carburetors, shock absorbers;
Repairs ignition systems, transmissions, brake systems, clutches, and front and rear axles;
Adjusts connecting rods and bearing;
Adjusts steering mechanisms and aligns wheels;
Makes minor welding repair to automotive equipment;
Greases vehicles, changes oil and oil filter;
Tunes engine and sets the timing;
Maintains inspection and maintenance records on all automotive and heavy-duty equipment;
Maintains inventory of parts and supplies and reorders as needed;
Attaches and removes snow plow blades and other auxiliary equipment;
Works as a motor equipment operator when directed;
May be required to supervise other automotive mechanics or employees.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the standard practices, terminology, safety precautions and tools used in the maintenance and repair of automotive equipment; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; familiarity with welding techniques; ability to work from plans, manuals and specifications, to follow rough draft sketches and oral and written instructions; good motor and hand and eye coordination; manual dexterity; good judgement; initiative and resourcefulness; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid work experience, or its part-time equivalent, as a skilled automotive mechanic in an automotive repair shop.

SUBSTITUTION: Possession of a vocational or technical training program Certificate in the repair of automotive or heavy equipment may be substituted for one (1) year of the required experience.

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

APPROVED: May 7, 1990

REVISED: May 8, 2018

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

(Ontario County job specification for Automotive Mechanic accepted by City of Geneva on 9/9/05, adopted 9/10/05.)