

AUTO MECHANIC I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of higher level automotive maintenance personnel, an incumbent of this class is responsible for a wide variety of repair and maintenance work on all types of automotive equipment, and for carrying out a preventive maintenance program. Work assignments are initiated by oral instruction or written work orders. The more complex jobs require diagnosis of mechanical difficulties by the incumbent. The difference between this position and the lower level Auto Mechanic Helper is that the latter is a trainee level position where the work performed does not require the same degree of independence and the level of safety of the repair associated with the Auto Mechanic I. This level differs from the Auto Mechanic II in that the higher level was designed to reflect the difficulty and complexity of repair on heavy equipment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Removes and repairs gasoline or diesel internal combustion engines, including fitting of crank shafts, pistons, pins and bearings;

Removes and adjusts carburetors, distributors, etc.;

Removes and overhauls transmissions, including automatic transmissions and differentials;

Maintains and repairs fuel, cooling, and exhaust systems;

Inspects, maintains, and repairs electrical systems chassis units, and accessories;

Performs front-end alignments;

Operates valve-grinder, drill press, lathe, welding and burning equipment, and other associated tools;

Repairs, or assists in the repairs of snow plows, road rollers, and various miscellaneous mowers, pumps, etc.;

May tow disabled vehicles to repair site;

Maintains work area in a clean, orderly and safe condition;

Depending on work location, may operate equipment and devices, participate in snow removal, etc., as assigned;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; good knowledge of the accident and safety precautions of the trade; demonstrated ability to perform difficult repairs of all types on automotive equipment; ability to diagnose mechanical difficulties readily; ability to work from oral or written instructions and without instruction from own diagnosis; ability to lay out for and instruct helpers in simple repair or maintenance work; ability to get along well with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school, equivalency, or automotive trade school diploma and two years of experience where the primary responsibility of the position was performing automotive repair work.

SUBSTITUTION: Satisfactory completion of 30 credits of post-high school education in the field of automotive repair or maintenance, or closely related field, may be substituted for one year of the above stated experience.

SPECIAL REQUIREMENT: Possession of valid New York State Driver's license appropriate to the type of equipment operated, at time of appointment.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.