

## SENIOR MAINTENANCE MECHANIC I (AUTOMOTIVE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class schedule county automotive equipment for maintenance and inspection based upon manufacturers' specifications, state regulations, established labor times for designated repairs as well as the availability of mechanics. Additionally, this class insures adequate automotive supplies and parts are maintained to allow maintenance and repair activities to continue as planned. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Schedules the preventive maintenance, repair and inspection of county owned automotive equipment;

Maintains records of repairs and maintenance to County vehicles;

Maintains adequate inventories of automotive parts and supplies, based upon maintenance schedules and requisitions replacement parts and supplies as needed;

Receives replacement parts and supplies checking invoices verifying quantities and price;

Processes work orders by entering labor times transmitting to Accounting and Control for billing to other departments;

Completes applications for vehicle registration and maintains related records.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of automotive fleet maintenance operations and procedures; ability to plan jobs in an economical and efficient manner carefully integrating the activities of mechanics and other operational personnel; ability to work effectively with supervisory and managerial personnel as well as outside vendors; initiative and resourcefulness in carrying out assigned tasks including improving work methods; judgment; reliability; integrity; physical condition commensurate with the demands and essential tasks of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) five years of automotive fleet services, operations or maintenance or (b) graduation from a two years post high school or trade school course\* in automotive repairs and three year experience as defined in (a) or (c) a satisfactory equivalent combination of experience as defined by limits of (c) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License appropriate to the vehicles operated.