

AUTO MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of higher-level automotive maintenance employee, an incumbent helps repair and maintain automotive equipment while gaining knowledge and experience. This is a trainee level position. An incumbent is responsible for a wide variety of simple 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. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs basic automotive maintenance and assists higher level automotive maintenance personnel in removing and repairing gasoline and internal combustion engines, including fitting of crankshafts, pistons, pins and bearings;

Tunes engines, aligns brakes and replaces water hoses, alternators, fan belts, oil seals and other minor parts;

Services crankcase, insulating systems, car and truck lights, etc.;

Operates valve-grinder, drill press, lathe, welding and burning equipment, valve-refacers, voltmeters, pressure gauges and associated tools;

Repairs or assists in the repair of snowplows, road rollers, and miscellaneous mowers, pumps, etc.;

May perform other incidental tasks, as needed;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; good knowledge of the accident and safety precautions of the trade; ability to perform simple repairs of all types of automotive equipment; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to diagnose mechanical difficulties; ability to work from oral or written instructions; ability to get along well with others; 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: Either (a) High school, equivalency or automotive trade school diploma and one year experience involving repair of automotive equipment; or (b) four years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

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.

REQUIREMENTS: Possession of a valid license to operate a motor vehicle in New York State, appropriate to the type of equipment operated.

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.