

## **SENIOR AUTOMOTIVE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** Supervises and independently performs a variety of moderately complex or technically difficult skilled repair and maintenance tasks on a wide variety of automotive, road, bridge, and solid waste construction equipment. This position involves responsibility for supervising the daily activities of the automotive mechanic repair shop, including providing technical direction to and supervising the work of Automotive Mechanics and other subordinate staff of the automotive shop. The work is performed under general supervision in accordance with relevant laws and rules, with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work and maintaining desired standards. The class is distinguished from that of Automotive Mechanic due to the more technically difficult and complex work performed, the more comprehensive skill required, and supervisory responsibility. . Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Supervises and participates in the scheduling, diagnosis, maintenance, and repair of gasoline and diesel motor equipment, including cars, vans, trucks, buses, tractors, cranes, rollers, graders, bulldozers, and snow plowing equipment; Assigns repair tasks to skilled Automotive Mechanics and inspects work in progress and upon completion; Diagnoses difficult mechanical problems and oversees repairs and methods to be used; Performs complex and technically difficult overhauls, tune-ups, and repairs to both heavy and light construction equipment and automobiles without supervision; Makes or oversees the making of shafts, bushings, brackets, and various mechanical parts on a lathe; Instructs Automotive Mechanics in difficult or unusual repairs; Monitors parts ordering and coordinates part availability with work scheduling; Expedites parts delivery when necessary; Assists in planning and performing future repair and maintenance schedules; Operates various types of equipment in connection with repair work; Determines priorities for the execution of repair tasks in conformance with Department policies; Maintains records of repairs and replacements made on all equipment; Keeps computer records current and updates fuel keys with maintenance activities;

If employed by a school district: May operate a school bus on a regular run, on a substitute basis, or on special occasions; May prepare and maintain time sheets for Bus Drivers and notify substitutes to appear for work.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the various types of automotive and construction equipment and methods associated with its maintenance and repair; Thorough knowledge of the terminology, tools, and safety precautions of the trade; Skill in the safe and efficient operation of motor equipment; Skill in the performance of complex automotive repair and maintenance; Ability to make difficult repairs to heavy automotive and other mechanical equipment; Ability to plan and supervise the work of others; Ability to work from plans, specifications, rough sketches, written, and oral directions; Ability to keep records and prepare written reports; Mechanical aptitude; Ability to use a computer; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a two-year technical school or community college with an Associate's Degree or certificate in automotive technology or mechanics and three years' experience in repair and maintenance of diesel engines, transmissions, control and hydraulic systems on heavy equipment. Experience shall include diagnosing problems, system testing, parts replacement, and performance adjustment; OR
- B. Graduation from a high school technical or vocational program in automotive mechanics and four years' experience in repair and maintenance of diesel engines, transmissions, control and hydraulic systems on heavy equipment. Experience shall include diagnosing problems, system testing, parts replacement, and performance adjustment; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four years' experience in repair and maintenance of diesel engines, transmissions, control and hydraulic systems on heavy equipment. Experience shall include diagnosing problems, system testing, parts replacement, and performance adjustment; OR
- D. Five years of full-time, verifiable experience in repair and maintenance of diesel engines, transmissions, control and hydraulic systems on heavy equipment. Experience shall include diagnosing problems, system testing, parts replacement, and performance adjustment.

**SPECIAL REQUIREMENTS:** Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. Depending on employing agencies' requirements, may be required to provide own tools.

**SPECIAL REQUIREMENTS FOR DELAWARE COUNTY:** Eligibility for New York State Class B CDL commercial driver's license at time of appointment. Possession of the license within 12 months after appointment, which must be maintained during employment. Obtain a Motor Vehicle Inspector's certificate issued by the State Department of Motor Vehicles for both passenger and heavy-duty classes within 6 months after appointment, which must be maintained during employment. Must provide own tools.

**SPECIAL REQUIREMENTS FOR SCHOOL DISTRICTS:** Eligibility for the appropriate level New York State Driver's License at the time of application. Possession of license at time of appointment. School Bus Drivers must meet the qualifications of the applicable parts of Article 19A of the Vehicle and Traffic Law, Part 6 of the Regulations of the Department of Motor Vehicles (Commissioner's Regulations) and Section 156.3 of the Regulations of the Department of Education (Commissioner's Regulations).

**NOTE:** Study in a technical school, community college or post-high-school certificate program in automotive mechanics or technology may be substituted for the required non-specialized experience on a year-for-year basis.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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