

AUTOMOTIVE MECHANIC IV

Department: Public Works
Classification: Non-Competitive
Specification Number: 3830
Approved: 3/9/22
Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- (a) Completion of two (2) years of vocational education courses in either a vocational school program or in an apprentice or training program in automotive mechanics and four (4) years of work experience in a wide range of repair and maintenance work on the mechanical systems and components of automotive equipment; or,**
- (b) Six (6) years of experience in a wide range of repair and maintenance work on the mechanical systems and components of automotive equipment; or,**
- (c) Two (2) years of experience as an Automotive Mechanic III.**

NECESSARY SPECIAL REQUIREMENTS:

Possession of the appropriate license issued by the New York State Department of Motor Vehicles. The type of license required will be determined by the Department Head with respect to the type of vehicle to be operated; license must be maintained throughout employment in this title.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class oversees the operation of a group of lower-level Automotive Mechanics. The employee performs skilled work in the repair and maintenance of automotive vehicles and auxiliary equipment and is responsible for the automotive shop records. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Examines and road tests vehicles and diagnoses repair and maintenance requirements;**
- Diagnoses mechanical and electrical problems, rebuilds engines and transmissions, regrinds valves, requires generators, adjusts engine timing, repairs hydraulic systems, repairs power brakes and power steering;**
- Assigns work to Automotive Mechanics and checks on work in progress or upon completion;**
- Schedules maintenance work according to anticipated seasonal requirements;**
- Orders parts and maintains records of work performed for each department or unit;**
- Repairs plows, mowers, cement mixers, small generators and chain saws;**
- Answers road calls and tows in vehicles which cannot be repaired on the road;**
- Performs New York State vehicle inspections on Town vehicles;**
- Road tests vehicles to check work results after completion;**
- Attends in-service training provided by manufacturers of equipment.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the methods, materials, tools, and standard practices of the automotive mechanic trade; thorough knowledge of the occupational hazards and safety precautions of the trade; thorough knowledge of the mechanisms, systems and components of gasoline and diesel-fueled vehicles and equipment; good knowledge of the operating and repair characteristics of the wide variety of automotive equipment utilized by Town departments; skill in the use of tools, machines and testing instruments of the trade; ability to adapt available tools and parts to specific repair problems; ability to diagnose malfunctioning of automotive and mechanical equipment; ability to keep records of work performed; ability to supervise and

instruct employees in a manner conducive to efficient performance; ability to execute written instructions and to follow diagrams and sketches; physical condition commensurate with the demands of the position.