

AUTOMOTIVE MECHANIC HELPER

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

Reports to: Transportation Supervisor

Essential Job Function-Distinguishing Features of the Class:

The work involves responsibility for assisting a skilled automotive mechanic in the overhaul and repair of a wide variety of automotive equipment. An incumbent independently changes and repairs tires and performs routine preventive maintenance servicing. Duties are performed under supervision according to established procedures. An Automotive Mechanic Helper does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Dismounts tires on automotive equipment, repairs flats, and mounts tires after repair;
2. Changes oil, filter, and lubricates vehicle;
3. Dismantles machinery and equipment preparatory to major repairs;
4. Assists a skilled mechanic and individually performs some repair work in connection with the repair, maintenance, and overhauling of motor equipment;
5. Independently executes minor repairs;
6. May test drive vehicles to insure proper performance after repair;
7. Records service performed on vehicle and maintains basic records associated with the work;
8. Washed and polishes autos and trucks;
9. Cleans shop and maintains tools and equipment;
10. May operate motor vehicles to deliver or pick up supplies and equipment;
11. When employed by a school district may operate a school bus on a regular or substitute basis.

Full Performance, Knowledges, Skills, Abilities, and Personal Characteristics:

Working knowledge of standard automotive repair methods, tools of the trade, and safety practices; ability to do routine servicing of automotive equipment; ability to record services performed on vehicles; ability to follow oral and written directions; mechanical aptitude; willingness to work outdoors year-round; physical condition sufficient to perform the essential functions of the position.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Transportation Supervisor

SPECIAL REQUIREMENT:

- A. In agencies where required, possession of an appropriate class New York State Motor Vehicle Operator's license.
- B. Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties

4/2017