

AUTO MECHANIC FOREMAN

Code No.: 3-11-055
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the efficient maintenance and repair of automotive and motorized equipment, including, but not limited to, fire-crash rescue vehicles, heavy-duty snow removal equipment, snow blowing equipment, and jet brooms. Employees perform the more complex and difficult tasks. The employee reports directly to and works under the general supervision of a higher level staff member with wide latitude allowed for planning the technical details of the work. General supervision is exercised over a crew of mechanics, helpers, and laborers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and schedules the work of maintenance mechanics;

Directs the operation of the maintenance garage;

Supervises the maintenance of trucks, tractors, and other heavy equipment;

Directs the training and instruction of new employees and subordinates;

Maintains an inventory of supplies, shop equipment, and spare parts;

Requisitions parts, supplies and equipment;

Maintains time cards and records of performance evaluation for subordinates;

Advises management of maintenance costs for vehicles;

Prepares annual budget for maintenance garage operations;

Assists in the preparation of specifications for special equipment;

Performs the more difficult and complex repair work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices and techniques of automotive maintenance and repair; good knowledge of the operation of machine tool equipment; good knowledge of shop safety and accident prevention techniques; skill in electrical and mechanical automotive repair; ability to work from plans, specifications, and rough sketches; ability to plan and supervise the work of others; ability to train and instruct subordinates in the technical details of the work; ability to prepare an annual budget for the section; ability to prepare specifications for special equipment; ability to carry out oral and written directions; good hand and eye coordination;

initiative; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's or higher degree in Automotive Mechanics, Automotive Technology, Apprentice Training-Automotive, Automotive and Diesel Technology, Automotive/Diesel and Industrial Technology, or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience as a journey-man* automotive mechanic or heavy equipment mechanic; OR,
- (B) Possession of a Certificate from a technical institute in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience as defined ;
- (C) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above;
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

*Journey-man level experience refers to skilled mechanical work involving maintenance, repair, and rebuilding of all systems: brakes, suspension, cooling, exhaust, electrical, transmission and engine.

NOTE: Your degree or certificate 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

SPECIAL REQUIREMENTS: Depending upon assignment- possession of a valid New York State Class D driver's license or Class B Commercial Driver's License (CDL) may be required at time of appointment.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Monroe County Civil Service Commission

ADOPTED: December 2, 1976

REVISED: January 14, 1982

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