

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 degree or possession of a certificate, either of which must be in an automotive field, plus two (2) years paid full-time or its part-time equivalent experience as an automotive mechanic; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience as an automotive mechanic; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

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 REQUIREMENT: Must possess a valid New York State driver's license for the class of vehicle being operated.

Monroe County Civil Service Commission

ADOPTED: December 2, 1976

REVISED: January 14, 1982

REVISED: September 9, 1993

REVISED: July 30, 1997

REVISED: May 4, 2023

REVISED: January 8, 2026