

HEAD AUTOMOTIVE MECHANIC

Code No.: 5-08-001

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for directing the fleet maintenance activities for public works equipment in a Town, Village, School District or County Agency. The employee participates directly in the repair and maintenance of vehicles and heavy equipment, especially for problems or complex repairs. General supervision is received from the Commissioner of Public Works, Superintendent of Highways, or other designated senior-level employee. Direct and general supervision is exercised over mechanics. 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.)

Plans and coordinates fleet maintenance activities for public works equipment;

Reviews repair requests, inspects and test drives vehicles and equipment and schedules necessary repairs and maintenance;

Schedules and directs mechanics involved in the repair and maintenance of light or heavy, gas or diesel equipment;

Requisitions parts, supplies and tools as needed or anticipated;

Keeps records of equipment, purchases, motor vehicle inspections and repairs;

Repairs and maintains vehicles and heavy equipment, and performs the more difficult and complex repair work; instructs subordinates in the more difficult and complex repair work;

Negotiates with outside vendors for the purchase of parts, supplies, and tools;

Provides input into purchase of vehicles and heavy equipment.

Responsible for cleaning and maintenance of Public Works buildings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the techniques and equipment involved in the efficient installation, maintenance and repair of all kinds of public works equipment; good knowledge of basic inventory and record keeping procedures; good knowledge of shop safety and accident prevention techniques; skill in electrical and mechanical automotive equipment repair; mechanical aptitude; ability

to establish good working relationships with others; ability to supervise the work of others; ability to train or instruct subordinates in the technical maintenance activities; ability to keep accurate records; reliability; initiative; assertiveness; good judgment; 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 from a regionally accredited or New York State registered college or university with an Associate's degree in Automotive Mechanics or closely related field, plus three (3) years of paid full-time or its part-time equivalent experience as an automotive mechanic or heavy equipment mechanic under the supervision of a journeyman level mechanic; OR,
- (B) Five (5) years paid full-time or its part-time equivalent experience as an independent automotive mechanic or heavy equipment mechanic; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as an automotive mechanic or heavy equipment mechanic under the supervision of a journeyman level mechanic; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

NOTE: Additional experience may be substituted for the high school diploma on a year-for-year basis.

SPECIAL REQUIREMENTS:

Depending on assignment, possession of a valid New York State Class *3* Operator's license may be required at time of appointment.

School Bus Mechanics must possess a valid New York State Class *2* Operator's license by the end of the probationary period.

Possession of a valid New York State Inspector's license may be required at time of appointment.

Candidates may be required to pass a physical examination to determine ability to perform the job.

May be required to have own tools commensurate to be able to perform work assigned.

REVISED: February 10, 1983

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REVISED: August 22, 1991