

## **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. The employee reports to, and works under the general supervision of the Commissioner of Public Works, Superintendent of Highways, or other higher-level staff member. 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-;

Operates snow removal and road construction equipment in times of emergencies or slack work, or performs other related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough 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 with an Associate's degree or possession of a certificate, either of which must be in an automotive field, plus one (1) year paid full-time or its part-time equivalent experience as an automotive mechanic; OR,
- (B) Two (2) 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 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

**REVISED:** February 10, 1983

**REVISED:** August 9, 1984

**REVISED:** August 22, 1991

**REVISED:** January 8, 2026