



CIVIL DIVISION  
CLASS SPECIFICATION

**AUTOMOTIVE MECHANIC**

DATE ADOPTED: 6/15/1981

LAST REVISION: 3/30/2023

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is skilled work involving responsibility for the efficient and safe performance of a variety of automotive repair and machinist tasks requiring a good knowledge of the trade. General instructions are received regarding what tasks to perform, permitting some leeway for planning the details of each assignment. Supervision may be exercised over work of helpers or laborers. When assigned to a highway department, repairs may largely consist of work on heavy equipment.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs skilled repairs on gasoline and diesel motor equipment including automobiles, trucks and construction equipment;
2. Runs computerized diagnostic tests on vehicles and compares results with specifications for vehicle make to determine servicing and repair needs;
3. Performs and directs routine preventive maintenance servicing and inspections;
4. Grinds valves and fits new bearings, pistons and rings;
5. Assembles and times engines;
6. Performs field repairs on equipment and operates same;
7. Repairs or overhauls brake systems, differentials, transmissions, front and rear axles and clutches;
8. Adjusts steering mechanisms and aligns wheels;
9. Occasionally operates machine shop equipment, including grinders, drill presses and other metal working machines to make and repair parts for automotive equipment;
10. Makes estimates and prepares requisitions for materials;
11. Inspects, repairs and replaces automotive electrical system components;
12. Participates in snow and ice control activities;
13. May perform body repair and body painting tasks;
14. May supervise the repair and maintenance work of the second shift;
15. May drive heavy equipment or operate a school bus.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the tools, principles and practices of the automotive and construction equipment mechanic trade; working knowledge of common welding techniques; working knowledge of safety practices and OSHA standards for the trade; demonstrated ability to diagnose automotive problems and to make difficult repairs to automotive and other mechanical equipment; ability to work from plans and specifications; ability to follow oral and written instructions; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Associate’s degree in Automotive Mechanics, Automotive Technology or related field;
- OR: (B) Two (2) years of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment;
- OR: (C) An equivalent combination of education, and experience between the limits of (A) and (B) above.

**NOTE:** Your degree or college credit 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.

**SPECIAL REQUIREMENTS:**

Possession of a valid appropriate level Driver License or Commercial Driver License to operate a motor vehicle in New York State with proper endorsements (varies by appointing authority) at the time of appointment and to maintain position.

**NOTE:** In School Districts, driver must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Non-Competitive**

**REVISION HISTORY: 9/16/88, 4/17/00, 5/24/06, 1/1/13, 1/14/16, 12/21/17, 4/8/21, 3/30/23**