



CIVIL DIVISION
CLASS SPECIFICATION

**AUTOMOTIVE MECHANIC
HELPER**

DATE ADOPTED: 7/1/1992

LAST REVISION: 3/30/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level position, responsible for assisting in and performing routine work in the service and maintenance of automotive vehicles, construction equipment, and/or fire equipment. The duties do not include repair jobs involving skilled work, except in the capacity of assisting an Automotive Mechanic or similar title. Duties requiring a less complex skill are performed independently.

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. Receives on-the-job training in automotive, construction equipment, and/or fire equipment mechanics;
2. Performs preventive maintenance work on automobiles, fire apparatus, highway construction and maintenance equipment, including checking fluids, changing oil, changing filters, inspecting and repairing brakes, greasing components and performing tune-ups;
3. Assists in the repair of gasoline and diesel engines, including the repair or replacement of electrical, hydraulic, cooling drive train, braking, steering and fuel system components;
4. Assembles and disassembles automotive, construction and/or fire equipment;
5. Keeps equipment in a clean and safe operating condition;
6. May perform field repairs on equipment and operate same;
7. May participate in snow and ice control activities;
8. Maintains work area in a clean and safe environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of principles, practices and tools of the automotive and construction equipment mechanic trade; working knowledge of safety practices and OSHA standards for the trade; ability to perform mechanical work; ability to understand simple written and oral directions; personal characteristics necessary to perform the duties of the position; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Completion of 30 college credits in Automotive Mechanics, Automotive Technology or related field;
- OR: (B) One (1) year 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.



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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 at the time of appointment and to maintain position and obtain proper endorsements (varies by appointing authority) by completion of probation period.

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: 6/15/81, 10/07/81, 7/01/92, 10/17/02, 1/01/1, 12/21/17, 4/01/21, 8/20/21, 3/30/23