



CIVIL DIVISION
CLASS SPECIFICATION

**AUTOMOTIVE MECHANIC
HELPER TRAINEE**

DATE ADOPTED: 4/12/1990

LAST REVISION: 3/30/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level traineeship responsible for on the job training in the routine service and maintenance of automotive vehicles. Employees in this class are assigned limited duties for one year under the direct supervision of a higher level automotive employee. As experience in automotive mechanics is gained, workload will be increased and the employee will assume more semi-skilled automotive duties and greater independence. Upon successful completion of training, the employee will be promoted to Automotive Mechanic Helper. Work is performed under the direct supervision of a higher level employee. Supervision is not a function of the class.

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 mechanics;
2. Learns to check tires and repair flats;
3. Learns to change oil and lubricate automotive vehicles;
4. Receives training in grinding valves and fitting bearings, pistons and rings;
5. Receives training in the repair and overhaul of brake systems, differentials, transmissions and front and rear axles;
6. Learns to adjust steering mechanisms and to align wheels;
7. Receives training in the repair of other mechanical equipment;
8. Trains in the repair of electrical systems;
9. May be required to operate a variety of automotive equipment;
10. May be required to drive a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to learn standard automotive repair methods and the tools and terminology of 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:

None.



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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. Proper endorsements (varies by appointing authority) must be obtained by completion of traineeship.

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: 3/30/23