

AUTOMOTIVE AND EQUIPMENT MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

This is skilled work which involves responsibility for the efficient and safe performance of vehicles and grounds equipment. Repairs a variety of motor equipment, including grounds maintenance equipment, gas pumps, water pumps, snow blowers, snow plows and related equipment. Work is performed under general supervision.

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 repair and maintenance on grass cutting and grounds equipment, including rotary mowers, sprayers, leaf blowers, outdoor vacuums and other motorized equipment;
2. Performs skilled repair and maintenance work on small gasoline engines including both two and four cycle engines, snow plows, tractors and light trucks;
3. Performs skilled repair and maintenance on hydraulic, mechanical and electrical equipment, including pumps, valves and switches;
4. Performs welding and minor body work;
5. Inspects, repairs and replaces automotive electrical system components;
6. Checks vehicles for gas, oil, mechanical and overall condition on a daily basis;
7. Records gasoline usage and monitors gasoline storage level; orders fuel;
8. Performs routine preventive maintenance servicing and inspections; maintains and prepares service schedules and records;
9. Keeps inventory and orders approved parts;
10. Schedules repairs with outside vendors when unable to do repairs in-house, and checks repairs when completed;
11. Occasionally operates machine shop equipment, including grinders and drill presses;
12. May assemble small engines and checks timing on all engines;
13. May be involved in snow and ice control activities.

AUTOMOTIVE AND EQUIPMENT MECHANIC (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of automotive tools to provide preventive maintenance and to make minor repairs on automotive equipment;
Knowledge of small engine repair necessary to maintain grounds equipment in proper operating condition;
Knowledge of common welding techniques to perform minor repairs and body work;
Ability to diagnose automotive, mechanical and equipment problems and make minor repairs;
Ability to operate a variety of motorized and mechanical machinery;
Ability to communicate with vendors regarding necessary repairs;
Ability to update technical skills to keep pace with design changes;
Ability to keep records related to service and repair;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of paid work experience in skilled automotive repair, supplemented by one year of paid work experience in small engine equipment repair. Candidates must have had some welding experience in this three year period.

NOTE: Courses in automotive mechanics and repair may be substituted for a maximum of one year of the skilled automotive repair experience. Thirty credit hours are equivalent to one year of experience.

SPECIAL REQUIREMENTS:

1. Possession of a New York State driver license.
2. In certain jurisdictions a Commercial Driver License with appropriate endorsements may be required by the appointing authority to allow the transportation and road testing of vehicles and equipment.
3. Possession of New York State Inspector Certificate within six months of permanent appointment.

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ADOPTED: 08/19/98