

AUTOMOTIVE MECHANIC HELPER TRAINEE

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:

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;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ACTIVITIES AND PERSONAL CHARACTERISTICS:

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; good motor and hand and eye coordination; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None.

SPECIAL REQUIREMENT FOR APPOINTMENT:

In jurisdictions where the operation of a school bus or other automotive equipment may be required, candidates must be eligible for the appropriate level New York State Motor Vehicle Operator's license at the time of application and possess said license at the time of appointment.

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ADOPTED: 04/12/90