

## **AUTOMOTIVE MECHANIC HELPER**

### **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, ABILITIES AND PERSONAL CHARACTERISTICS:**

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

### **MINIMUM QUALIFICATIONS:**

One (1) year of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment.

### **SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

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