

Jurisdictional Class: Competitive; Non-Competitive in Schools
Adopted: February 7, 1989
Revised: July 30, 2010

SENIOR AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing skilled automotive repair and maintenance of the school bus fleet. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision may be exercised over subordinate automotive mechanics and bus drivers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Keeps a continuing check on the maintenance and operation of all school district buses;
Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, and buses;
Repairs or replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers;
Repairs ignition systems, transmissions, brake systems, clutches, and front and rear axles;
Maintains trip records and prepares transportation reports including accident reports;
Calls and assigns substitute drivers;
Adjusts connecting rods and bearings, steering mechanisms, and aligns wheels;
Assists in the preparation of bus routes and schedules;
Greases vehicles, changes oil and oil filters;
Maintains time records for payroll purposes;
Keeps maintenance and repair records in accordance with established policy and procedures;
May operate a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade;
Good knowledge of the operation of buses;
Good knowledge of the geography of the district;
Good knowledge of safety procedures and traffic laws and regulations;
Ability to plan and supervise the work of others;
Ability to make difficult repairs to heavy automotive and other mechanical equipment;
Good motor and hand-eye coordination;
Manual dexterity.

MINIMUM QUALIFICATIONS: Three (3) years of training and/or experience in skilled automotive repair.

NOTE: If the position involves the operation of a school bus, then the following special requirement applies:

Eligibility for an appropriate level New York State Driver's License. Possession of license at time of appointment. Drivers 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 NYS Commission of Education.