

Jurisdictional Class: Competitive; Non-Competitive in Schools  
Adopted: February 7, 1989  
Revised: October 24, 2016

**SENIOR AUTOMOTIVE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for performing skilled automotive repair and maintenance of bus fleet (school districts) or a variety of heavy and light automotive equipment. May utilize computerized diagnostic equipment to diagnose problems. 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 employees and may include job planning and scheduling. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Keeps a continuing check on the maintenance and operation of a bus fleet (school districts) or a variety of heavy and light automotive equipment;  
May utilize computer diagnostic equipment to diagnose problems with computerized engines and emissions;  
Performs skilled operations in the maintenance, repair and overhaul of heavy and light automotive equipment including those powered by computerized gasoline and diesel engines with associated computerized emissions, gasoline and diesel motor equipment, including tandem dump trucks/plows, dozers, excavation equipment, tractors, and buses, pick-ups, vans, and police pursuit vehicles;  
May make welding repairs and perform bodywork as required;  
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 drivers as needed;  
Adjusts connecting rods and bearings, steering mechanisms, and aligns wheels;  
Assists in the preparation of bus routes (school districts) and subordinate employee's 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 supervise the work of subordinate employees;  
May operate various pieces of equipment during snow and ice operations;  
May operate a school bus on assigned route (school districts).

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade;  
Thorough knowledge of computerized engine diagnostic and emission testing equipment;  
Good knowledge of the operation of buses (school districts) and various pieces of light or heavy equipment;  
Good knowledge of the municipal geography;  
Good knowledge in safety procedures, traffic laws and regulations;  
Good knowledge in troubleshooting diagnostic codes;  
Good knowledge with welding techniques and bodywork;  
Ability to plan, supervise and schedule the work of others;  
Ability to maintain records;  
Good motor and hand-eye coordination;  
Manual dexterity.

Senior Automotive Mechanic

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

**NOTE:** If the position involves the operation of motor equipment, possession of the appropriate New York State Driver's License at time of appointment is required.

**SPECIAL REQUIREMENT FOR POSITIONS IN SCHOOL DISTRICTS:** 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 at time of application. 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.