

Jurisdictional Class: Non-Competitive
Adopted: May 27, 1969
Revised: January 4, 2019

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the assistance in the service and maintenance of automotive equipment. The work is performed under direct supervision of an Automotive Mechanic or higher designee but leeway is permitted for the exercise of independent judgment for duties of a less complex nature. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Checks tires and repairs flats;
Greases vehicles and changes oil and oil filters;
Assists mechanic in the grinding of valves and the fitting of bearings, pistons, and rings;
Assists in the repairing and overhauling of brake systems, differentials, transmissions, and front and rear axles;
Helps adjust steering mechanisms and align wheels;
May operate a school bus on an assigned route;
Performs a variety of related tasks;
When not performing automotive repair tasks, may perform a variety of groundskeeping duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of standard automotive repair methods and of the tools and terminology of the trade;
Willingness to perform mechanical work;
Ability to understand and carry out oral directions;
Good motor and hand-eye coordination;
Mechanical aptitude.

MINIMUM QUALIFICATIONS: One (1) year of satisfactory training and/or experience performing repair and maintenance of automotive equipment or motor vehicle equipment.

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 requirement for School Bus Driver set forth in the Rules and Regulations of the NYS Commission of Education.

SPECIAL REQUIREMENT FOR POSITIONS IN THE CITY OF PLATTSBURGH: If the position is assigned to the Department of Public Works, a proper New York State Motor Vehicle Inspector's License is required at time of appointment.