Herkimer County
Competitive Class

Senior Automotive Mechanic

GENERAL STATEMENT OF DUTIES: Has responsibility for the maintenance and repair of a variety of automotive and related equipment and for the continuing operation of the school district buses; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve primary responsibility for performing skilled automotive repair and maintenance tasks requiring a thorough knowledge of the trade. This class differs from Automotive Mechanic because of some added supervisory duties and because of the responsibility for the maintenance of the schools bus fleet rather than just the performance of skilled automotive repair work. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment in performing the technical aspect of the work. Supervision may be exercised over subordinate automotive mechanics and bus drivers.

Examples of Work: (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, break 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 procedure;
-May operate a school bus.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; 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; good motor and hand and eye coordination; manual dexterity; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Two years of experience as a skilled automotive repairman and graduation from high school; or any equivalent combination of training and experience.

NOTE: If the position involves the operation of a school bus, however, then the candidate must be at least 21 years of age and possess a Class II Chauffeur's license issued by the New York State Department of Motor Vehicles at the time of appointment.