

Civil Division: Schools
Jurisdictional Class: Non-Competitive
EEO Category: Skilled Craft
Revised: 04/20/11

AUTOMOTIVE MECHANIC HELPER - BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position assists in the routine work involved in the service and maintenance of automotive equipment. This is the beginning level of automotive repair and maintenance work. The duties do not include jobs involving skilled work, except in the capacity of Mechanic Helper. Duties of a less complex nature are performed independently. The work also involves responsibility for the safe transportation of school children on an assigned bus route. Close supervision is maintained over the work at all times. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates a school bus on a regular schedule or on special occasions;
Assists mechanic in the grinding of valves and the fitting of bearings, pistons and rings;
Assists in the repair and overhaul of brake systems, differentials, transmissions, and front and rear axles,
Checks tires and repairs flats;
Changes oil and lubricates automotive equipment;
Helps adjust steering mechanism and aligns wheels;
Performs a variety of related tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation of a bus and of traffic safety practice and regulations; 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 and eye coordination; mechanical aptitude.

MINIMUM QUALIFICATIONS: One (1) year of experience assisting in automotive maintenance and repair in a garage or automotive repair shop, or other mechanical maintenance and repair work of a similar nature.

SPECIAL REQUIREMENT: Eligibility for an appropriate class license issued by the New York State Department of Motor Vehicles at the time of application. Possession of the license at time of permanent appointment. This license must be maintained throughout appointment. Must be at least 21 years of age to drive a bus.