

Civil Division: Oneida County Government, Schools
Jurisdictional Class: Competitive
EEO Category: Protective Service: Non-Sworn
Revised: 12/05/08

HEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for supervising and performing skilled automotive maintenance and repair tasks requiring a thorough knowledge of the trade. The work is performed under general supervision, with wide leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of Automotive Mechanics and Automotive Mechanic Helpers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including cars, trucks, outboard marine engines and electric generators;

Supervises and repairs or replaces motor pumps, fuel pumps, alternators, carburetors and shock absorbers;

Assigns specific repair and maintenance tasks to automotive mechanics detailed to repair automotive equipment;

Supervises and repairs ignition systems, transmissions, brake systems, clutches and front and rear axles;

Oversees the adjustment of connecting rods and bearings, steering mechanisms and alignment of wheels;

Supervises the operation of automotive shop equipment such as testers, chargers, lifts, generators, welders and body repair equipment;

Supervises the greasing of vehicles, changing oil and oil filters;

Makes welding repairs to automotive equipment;

May inspect motor vehicles for State certifications, as required;

May perform painting of equipment, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard modern auto-motive repair methods and of the terminology and tools of the trade; good knowledge of the operation of a variety of motor vehicles; good knowledge of safety practices and procedures related to the automotive repair trade; ability to plan and supervise the work of others; ability to make difficult repairs to automotive and other mechanical equipment; good motor, hand and eye coordination; manual dexterity.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Automotive Technology, Automotive Repair Technology, Automotive Mechanics or related field **AND** two (2) years of experience as a skilled automotive mechanic; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience as a skilled automotive mechanic; **OR**
- (C) Six (6) years of experience as a skilled automotive mechanic.

NOTE: Verifiable part-time or volunteer experience as stated in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: If inspection of motor vehicles for State certificates is required -- Possession of a valid NYS Motor Vehicle Inspection License at time of appointment and duration of appointment.

Adopted: 06/06/79
Revised: 11/08/91, 02/24/93, 05/23/95, 07/29/96, 12/05/08