

Jurisdictional Class: Non-Competitive for New York Mills Union Free School  
District Only  
EEO Category: Skilled Craft  
Revised: 11/08/2019

## **AUTOMOTIVE MECHANIC-BUILDING MAINTENANCE WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for the overhaul and repair of a wide variety of automotive equipment including school buses. It also requires performing a variety of mechanical and other building maintenance tasks. General instructions are received and work is performed under immediate or general supervision depending upon the nature of the task. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, graders, bull dozers, power shovels, etc.;

Repairs or replaces hydraulic cylinders, motor pumps, fuel pumps, generators, alternators, carburetors, shock absorbers, etc.;

Repairs ignition systems, transmissions, brake systems, clutches, front and rear axles, etc.;

Makes welding repairs to automotive equipment;

Greases vehicles and changes oil and oil filters;

Tunes engines and sets the timing;

Performs general building and grounds maintenance and housekeeping duties;

Serves as general handyman performing a variety of semi-skilled duties;

Performs semi-skilled work in masonry, carpentry, electrical and painting operations;

Helps to install and repair wiring systems and electric fixtures and equipment;

Repairs windows, doors, floors, walls and other parts of buildings;

Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;

Helps to install and repair general plumbing equipment, such as sinks and baths;

Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;

Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;

Operates air compressors and other motorized equipment;

May perform painting of equipment, as necessary;

May maintain records of equipment preventative maintenance;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard automotive repair methods, and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to automotive and other mechanical equipment; familiarity with welding techniques; ability to work from plans and specifications, and to follow rough sketches and oral instructions; good motor and hand and eye coordination; Good knowledge of modern buildings and grounds maintenance and repair practices; working knowledge of the practices and techniques of one or more of the standard trades; mechanical aptitude, industry; dependability; manual dexterity.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a two-year NYS Certified BOCES Program in Automotive Technology **AND** two (2) years of experience in custodial, building maintenance, or grounds maintenance activities; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience as a skilled automotive mechanic **AND** two (2) years of experience in custodial, building maintenance, or grounds maintenance activities;

**SPECIAL REQUIREMENT:** Possession of a valid, appropriate level motor vehicle license at time of appointment. This license must be maintained throughout appointment.

**NOTE:** Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

Adopted: 11/13/2018

Revised: 11/08/2019