

HEAD AUTOMOTIVE MECHANIC

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. In a school district this class differs from Automotive Mechanic because of added supervisory duties and responsibility for the maintenance of the school bus fleet rather than just the performance of skilled automotive repair work. In the County garage, this class differs from Automotive Mechanic because of added supervisory duties and responsibility for the repair and overhaul of diesel engines and ordering of replacement parts. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgement in performing the technical aspect of the work. Supervision may be exercised over subordinate automotive mechanics and others helpers.

TYPICAL WORK ACTIVITIES:

- 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, brake systems, clutches and front and rear axles;
- Adjusts connecting rods and bearings, steering mechanisms and aligns wheels;
- 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 keep a continuing check on the maintenance and operation of school district buses;
- Assigns and supervises the work of subordinates;
- Maintains trip records and prepares transportation reports including accident reports;
- May operate a school bus on an assigned run or special trips.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of standard automotive repair methods and of the terminology and tool 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 **coodination**; manual dexterity; good physical condition.

MINIMUM QUALIFICATIONS: Two years of experience as a skilled automotive repairman; or any equivalent combination of training and experience.

NOTE: If the position involves the operation of school buses, candidates must be eligible for the appropriate level driver's license issued by the New York State Department Of Motor Vehicles at time of application and must possess the license at time of appointment. Drivers must be at least 21 years of age and not have reached their 65th birthday.

In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and Vehicle and Traffic Law.

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