

AUTOMOTIVE MECHANIC I

Department: Public Works

Classification: Non-Competitive

Specification Number: 3800

Approved: 3/9/22

Revised: 3/9/26 by JG

MINIMUM QUALIFICATIONS

Either:

- a) Completion of one (1) year of vocational education courses in either a vocational school program or in an apprentice or training program in automotive mechanics; or,
- b) One (1) year of experience in repairs and preventive maintenance on automotive equipment; or
- c) One (1) year of experience as a full-time Laborer.

NECESSARY SPECIAL REQUIREMENT

Possession of the appropriate license issued by the New York State Department of Motor Vehicles. The type of license required will be determined by the Department Head; license must be maintained throughout employment in this title.

DISTINGUISHING FEATURES OF THE CLASS

Under supervision of an upper-level Automotive Mechanic, an employee in this title is involved in performing minor automotive maintenance and servicing. Work is performed on a variety of vehicles and auxiliary equipment used by the Public Works Department. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Services automobiles, trucks and other mobile equipment with lubricants;
- Replenishes gasoline, oil and water as needed;
- Inspects and services batteries, changes oil filters, cleans air filters;
- Drains and refills crank cases; checks and lubricates transmissions, differentials and rear axle housings;
- Repairs flat tires, mounts tires on wheel rims and inflates tire pressures;
- Washes and polishes automobiles and truck bodies;
- May inspect vehicles for mechanical defects;
- May assist in repairs and mechanical maintenance;
- May occasionally operate automotive equipment for service and tests;
- May attend in-service training provided by manufacturers of equipment.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Some knowledge of tools and equipment used in motor vehicle maintenance work; some knowledge of automotive lubricating methods; some knowledge of automotive equipment terminology; some knowledge of the occupational hazards and safety precautions of the trade; skill in use and care of basic automotive servicing tools and equipment; ability to determine by inspection of automotive equipment need for grease, oil, water and gasoline; ability to assist in making minor mechanical repairs; ability to carry out simple oral and written instructions; physical condition commensurate with the demands of the position.