



CIVIL DIVISION  
CLASS SPECIFICATION

SENIOR AUTOMOTIVE  
MECHANIC

DATE ADOPTED: 6/15/1981

LAST REVISION: 3/30/2023

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a highly responsible position involving the performance of skilled work in the repair, overhaul, and maintenance of automotive vehicles and requiring the exercise of supervisory responsibilities. This class is distinguished from Automotive Mechanic by the supervisory responsibility. Although the skill level may be equivalent to a Head Automotive Mechanic, the supervisory responsibility is lower. Work is performed under general direction and supervision is exercised over the work of others.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Leads and participates in the repair and maintenance of automotive equipment;
2. Grinds valves and fits new bearings, pistons and rings;
3. Repairs and overhauls brake systems, transmissions, front and rear axles;
4. Supervises and assigns work to mechanics either on a shift as the shift leader, or as a group leader in a large shop;
5. Inspects and reviews repair work that has been completed;
6. Maintains as necessary, a variety of records on repairs performed, hours worked, parts ordered and used and additional needed maintenance;
7. Makes estimates and prepares requisitions for materials;
8. May schedule and perform required periodic inspections of vehicles;
9. May keep payroll records and time sheets;
10. Participates in snow and ice control activities;
11. May be required to drive a school bus.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of automotive mechanics, repair methods, tools, terminology and accident precautions of the trade; ability to work from plans and specifications; ability to follow oral and written instructions; ability to supervise others and secure their cooperation; Personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Associate's degree in Automotive Mechanics, Automotive Technology or related field and one (1) year of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment;
- OR: (B) Three (3) years of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment;



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OR: (C) An equivalent combination of education, and experience between the limits of (A) and (B) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENTS:**

Possession of a valid appropriate level Driver License or Commercial Driver License to operate a motor vehicle in New York State with proper endorsements (varies by appointing authority) at the time of appointment and to maintain position.

**NOTE:** In School Districts, driver must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION: Non-Competitive**

**REVISION HISTORY: 6/15/81, 7/1/91, 5/24/06, 1/1/13, 12/21/17, 3/30/23**