



DUTCHESS COUNTY
CLASS SPECIFICATION

**AUTOMOTIVE MECHANIC
HELPER**

DATE ADOPTED: 6/15/1981

LAST REVISION: 4/25/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level position, responsible for assisting in and performing routine work in the service and maintenance of automotive vehicles, construction equipment, and/or fire equipment. The duties do not include repair jobs involving skilled work, except in the capacity of assisting an Automotive Mechanic or similar title. Duties requiring a less complex skill are performed independently.

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. Receives on-the-job training in automotive, construction equipment, and/or fire equipment mechanics;
2. Performs preventive maintenance work on automobiles, fire apparatus, highway construction and maintenance equipment, including checking fluids, changing oil, changing filters, inspecting and repairing brakes, greasing components and performing tune-ups;
3. Assists in the repair of gasoline and diesel engines, including the repair or replacement of electrical, hydraulic, cooling drive train, braking, steering and fuel system components;
4. Assembles and disassembles automotive, construction and/or fire equipment;
5. Keeps equipment in a clean and safe operating condition;
6. May perform field repairs on equipment and operate same;
7. May participate in snow and ice control activities;
8. Maintains work area in a clean and safe environment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of principles, practices and tools of the automotive and construction equipment mechanic trade;

Working knowledge of safety practices and OSHA standards for the trade;

Ability to perform mechanical work;

Ability to understand simple written and oral directions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Completion of 30 college credits in automotive mechanics and repair;

OR: (B) One (1) year of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment;

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



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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:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/9		JURISDICTIONAL CLASSIFICATION: Non-Competitive	
EEO Category: Service / Maintenance	FLSA Code: OT Eligible	WC Code: 8391	NYSLRS Job Code: 03600E
REVISION HISTORY: 6/15/81, 10/07/81, 7/01/92, 10/17/02, 1/01/1, 12/21/17, 4/01/21, 8/20/21, 3/1/23, 4/25/23			