

MOTOR EQUIPMENT OPERATOR/AUTOMOTIVE MECHANIC HELPER

Employees in this class perform routine manual duties in connection with the operation of motor equipment of up to moderate complexity. The position will also be responsible for assisting in and performing routine work in the service and maintenance of automotive vehicles and construction equipment. These duties do not include repair jobs involving skilled work, except in the capacity of assisting an Automotive Mechanic. Specific directions are received from a superior, but employees are responsible for the safe operation and usage of equipment.

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 that could reasonably be expected to be performed by an employee in this title.

1. Operates a truck in connection with the removal of snow, debris and refuse and the transportation of stone, sand, asphalt and other materials and supplies;
2. Operates a snow plow, tractor, sander, loader, water wagon, fuel service trucks, sweepers and utility vehicles;
3. May operate an air compressor in the breaking of pavements, and a chain saw in clearing brush and trimming trees;
4. Performs manual labor such as loading trucks, digging ditches, cleaning basins, erecting signs and fences;
5. Performs preventive maintenance work on automobiles, fire apparatus, highway construction and maintenance equipment, including checking fluids, changing oil, inspecting brakes, greasing components and performing tune-ups;
6. 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 and performs field repairs as necessary;
7. Assembles and disassembles automotive/construction equipment;
8. Keeps equipment in a clean and safe operating condition and keeps work area clean and in safe condition;
9. May keep simple activity records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the operation of trucks and other automotive equipment needed in order to operate the equipment safely and effectively;

Working knowledge of principles, practices and tools of the automotive and construction equipment mechanic trade; ability to perform mechanical work;

Ability to perform all duties in a safe and appropriate manner, in compliance with OSHA, DOL, DMV, and departmental regulations;

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.

MOTOR EQUIPMENT OPERATOR/AUTOMOTIVE MECHANIC HELPER (cont'd)

MINIMUM QUALIFICATIONS:

Six months of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment.

SPECIAL REQUIREMENTS:

1. Candidates must possess a valid New York State Driver license appropriate for the vehicle being operated at the time of appointment and to maintain position. A municipality may require possession of a valid New York State Class B Commercial Driver license at time of appointment and to maintain position. An appointing authority may require that this license contain a CDL endorsement for tanker vehicles and contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case-by-case basis for compatibility with job duties and will not be an automatic bar to employment.

TR4425

ADOPTED: 1/21/04