



CIVIL DIVISION
CLASS SPECIFICATION

**HEAD 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 skilled position involving laying out and leading the work of journeymen automotive mechanics. Incumbents are responsible for performing the most difficult tasks of the trade and must possess a thorough knowledge of such. Work is broadly outlined by a supervisor permitting wide leeway for planning and supervising jobs. Supervision may be exercised over the work of Automotive Mechanics and subordinate personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Locates trouble in motors and prescribes the needed repairs;
2. Leads in the repair of gasoline and diesel motor equipment such as automobiles, trucks, motorcycles, graders, bulldozers and other equipment;
3. Grinds valves and fits new bearings, pistons and rings;
4. Repairs or overhauls brake systems, transmissions and front and rear axles;
5. Prepares requisitions for parts and materials;
6. Keeps repair and maintenance records;
7. May do welding and other body work;
8. May supervise and participate in the operation of machine shop equipment such as lathes, shapers, planners, grinders, and other metal-working machines;
9. May instruct in the operation of complex motor equipment;
10. May be required to drive a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of automotive and construction equipment mechanics, repair methods, tools, terminology and accident precautions of the trade; good knowledge of safety practices and OSHA standards for the trade; ability to lay out and supervise the work of others; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to get along well with others; 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 two (2) years of full-time experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment;



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- OR: (B) Four (4) years 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.

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, 3/1/96, 3/30/23