



CIVIL DIVISION
CLASS SPECIFICATION

**AUTOMOTIVE MECHANIC –
DISPATCHER**

DATE ADOPTED: 6/1/2026

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is skilled work involving responsibility for the efficient and safe performance of a variety of automotive repair and machinist tasks requiring good knowledge of the trade. The incumbent is also responsible for dispatching and monitoring all school bus radio transmissions. Work is performed under the general supervision of a higher-level employee.

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. Performs skilled repairs on gasoline, electric, and diesel motor equipment including automobiles and school buses;
2. Runs computerized diagnostic tests on vehicles and compares results with specifications for vehicle make to determine servicing and repair needs;
3. Performs and directs routine preventive maintenance service and inspections;
4. Performs field repairs on equipment and operates same;
5. Dispatches buses and drivers on assigned routes;
6. Monitors all bus radio transmission and responds to driver requests;
7. Informs drivers of changes in work assignments and scheduling;
8. Assists in planning bus routes and schedules;
9. Determines alternate routes as necessary due to road conditions or other circumstances;
10. Maintains logs of substitutes and dispatches made;
11. Informs transportation administrator of unusual conditions;
12. May be required to drive a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of the tools, principles and practices of the automotive and mechanic trade; working knowledge of common welding techniques; working knowledge of safety practices and OSHA standards for the trade; demonstrated ability to diagnose automotive problems and to make difficult repairs to automotive and other mechanical equipment; ability to work from plans and specifications; good knowledge of school transportation systems; good knowledge of the geography of the district and the surrounding area; ability to direct the work of others through radio communication; ability to get along well with others; ability to express ideas clearly and effectively; ability to understand and carry out oral and written instructions; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) Associate's degree in Automotive Mechanics, Automotive Technology or related field and one year of experience in dispatching, driving for, or administering the operation of a transportation system comprised of a minimum of five (5) vehicles with experience in the use of two-way radio equipment;
- OR: (B) Two (2) years of full-time experience in the repair and maintenance of automotive vehicles and one year of experience in dispatching, driving for, or administering the operation of a transportation system comprised of a minimum of five (5) vehicles with experience in the use of two-way radio 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, if the position requires driving a school bus, the candidate 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: Competitive

REVISION HISTORY: