

AUTOMOTIVE AND EMERGENCY EQUIPMENT MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for skilled automotive repair and maintenance and for the supervision and maintenance of grounds in a large facility. Incumbents supervise a departmental garage, repair and maintain emergency and automotive-related equipment, and monitor repairs to an automotive fleet which have been performed at off-site locations. The work involves transporting equipment to the scenes of emergencies and to numerous substations and outposts as the need arises. This class differs from Automotive Mechanic by virtue of the diversity of assignments. Work is performed under the general supervision of a higher level employee. Supervision is not normally a function of the class.

TYPICAL WORK ACTIVITIES:

1. Supervises a departmental garage; maintains and repairs emergency equipment;
2. Supervises and maintains grounds surrounding a building complex;
3. Transports vehicles to and from automotive service center and monitors fuel distribution for department;
4. Delivers vehicles to various substations and outposts;
5. Supervises and monitors fuel distribution for department;
6. Supervises and participates in snow and ice control activities;
7. Performs minor maintenance and repair to assigned buildings, garages and grounds;
8. Procures and delivers supplies and mail;
9. Assists in the care and training of canines;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of automotive and related maintenance and repair of the tools, terminology and safety procedures of the trade; skill in the application of such knowledge to assignments; good knowledge of methods, materials and tools used in grounds maintenance; working knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings; ability to respond quickly and effectively to emergency situations; ability to follow oral and written instructions; mechanical aptitude; manual dexterity; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience performing skilled automotive repair work.

SPECIAL REQUIREMENT:

Possession of valid New York State Motor Vehicle Operator's license at the time of appointment.

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ADOPTED: 06/11/85