

## HEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for the complete overhaul of a wide variety of automotive equipment, including heavy-duty equipment such as school buses, bulldozers and graders. Primary duties are leading and participating in the repair and maintenance of the above equipment along with Automotive Mechanics and Automotive Mechanic Helpers. Additional responsibilities involve inspecting finished repair work and road tests of vehicles, when appropriate, ordering and billing of parts used in the repair and maintenance of vehicles, and inspecting the garage area to ensure security and safety. Work is performed under general supervision of school administrators. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and participates in repairing and overhauling gasoline and diesel motor equipment, including trucks, automobiles, school buses, tractors, graders, backhoes and mowers;  
Leads and participates in repairs or replacement of water pumps, fuel pumps, generators, carburetors, fuel injectors and shock absorbers;  
Leads and participates in the assembly and timing of engines;  
Checks fluid levels;  
Changes oil;  
Lubricates vehicles;  
Performs tuneups;  
Leads and participates in the repair and maintenance of auxiliary equipment on trucks, graders and rollers;  
Leads and participates in the mounting and detaching of snowplow blades and other auxiliary equipment;  
Leads and participates in the repair and overhaul of emission systems, transmissions, brake systems, clutches and axles;  
Adjusts connecting rods and bearings;  
Straightens frames and fenders;  
Adjusts steering mechanisms;  
Aligns wheels;  
Maintains inventory of repair order records on vehicles maintained and billing records of repaired vehicles;  
May operate electric or acetylene welding or cutting equipment;  
May operate a school bus as needed;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade;

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working knowledge of the machinist trade; ability to make difficult repairs to heavy automotive and other mechanical equipment; ability to work from plans and specifications; ability to establish and maintain effective and professional working relationships; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS:

Three (3) years of full-time skilled automotive mechanic experience.

SPECIAL REQUIREMENT:

Possession of a New York State Commercial Drivers License (CDL) Class B with a Passenger (P) Endorsement at time of appointment.