

## TRUCK DRIVER/AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the safe and efficient operation of various types of trucks in the Highway Department of a town. Additional responsibilities include beginning level automotive repair and maintenance work, including assisting with painting and refinishing of automotive and construction equipment. Any mechanic work is performed under direct supervision of an Automotive Mechanic, or other higher level Mechanic, in accordance with established policies and procedures. General supervision is provided by the Highway Superintendent and/or other higher level employees. The incumbent may provide leadership to laborers while participating fully in the work activities. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates various types of trucks in connection with the transportation of blacktop, salt, sand and gravel;  
Operates various types of trucks with snow plow, sander and related attachments in the removal of snow and ice;  
Operates small motorized equipment to cut and trim grass, brush, shrubs and trees on roadsides, remove leaves and otherwise maintain roadsides;  
Performs preventive maintenance on assigned equipment;  
Performs manual labor, such as loading motor vehicles, digging ditches and cleaning culverts;  
Assists in patching, resurfacing and grading of roads;  
Removes snow from roads and sidewalks and sands icy pavements;  
Checks tires and repairs flats;  
Changes oil and lubricates automotive equipment;  
Assists automotive mechanic in the grinding of valves and the fitting of bearings, pistons and rings;  
Assists in the repairing and overhauling of brake systems, differentials, transmissions and front and rear axles;  
Helps adjust steering mechanisms and aligns wheels;  
Cleans surfaces of automotive and construction equipment prior to painting, using steam power cleaner, steel wool and sand blasting equipment;  
Assists with spray painting and repair of minor dents to automotive equipment;  
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: Good knowledge of the operation of automotive equipment used in road maintenance work; good knowledge of the geography of the area; working knowledge of standard automotive

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repair methods and the tools and terminology of the trade;  
willingness to perform mechanical work; ability to learn to use  
and maintain equipment used in painting motorized equipment;  
ability to understand and carry out oral and written directions;  
manual dexterity; mechanical aptitude; industry; willingness to  
respond to emergencies; dependability.

MINIMUM QUALIFICATIONS:

One (1) year experience in a garage, automotive service station  
or auto motive repair shop, as well as one (1) year of experience  
in the operation of some type of automotive equipment.

SUBSTITUTION NOTE: Successful completion of an accredited high  
school or BOCES course in automotive repair, or a similar program,  
may be substituted for the required experience.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Driver's License  
appropriate to the type of motor equipment being operated.
2. If assigned to drive heavy motor equipment, as defined by the  
Commercial Motor Safety Act, incumbents are required to  
possess a Commercial Driver's License (CDL) with required  
endorsements.
3. Under New York State law, applicants for the CDL must be  
twenty-one (21) years of age.
4. Access to transportation may be required to complete possible  
field work assignments in a timely and efficient manner.