

AUTOMOTIVE SERVICE PERSONS

GENERAL STATEMENT OF DUTIES: Performs semi-skilled maintenance work on vehicles and buses; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving the maintenance of vehicles and buses. Hours may vary. May assist all classes of Automotive Mechanics when needed and for training purposes. Work is performed under the general supervision of the Transportation Director or Central Garage Working Supervisor.

EXAMPLES OF WORK: (Will be required)

- Daily fluid checks-oil, antifreeze, transmission fluid, power steering fluid, windshield washer fluid, brake fluid;
- Daily tire checks;
- Advertising sign installation;
- Seat repair;
- Door adjustment;
- Minor "screwdriver and pliers" repair and adjustment;
- Loose panels, stanchions, flooring, etc.;
- Headlight adjustment;
- Servicing of bus wash;
- Bus washing, cleaning;
- Grounds and driveway maintenance for Transit side;
- Installation of fare box equipment;
- Performs tune-ups on engines;
- Installs new shock absorbers;
- Installs new brake shoes;
- Changes oil, oil filters, air filters and greases vehicles;
- Rotates tires.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of standard maintenance procedures of automobiles and buses; good knowledge of tools and terminology of the trade; manual dexterity; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- a) One (1) years as an automobile mechanic helper; or
- b) Six (6) months as a semi-skilled automotive mechanic; or
- c) Completion of Vocational Trade School Program; or
- d) An equivalent combination of training and experience as indicated in (a), (b) and (c).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: Candidates must be eligible for New York State operator's license at the time of application. Possession of license is required at time of appointment.

CSC Adopted: 4/10/02
Modified CSC: 3/21/13
Modified CSC: 12/17/15
Modified CSC: 5/19/16

Jurisdictional Classification: Non-Competitive