

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level of automotive repair and maintenance work. The duties do not include repair jobs involving skilled work except in the capacity of mechanic helper. Duties of a less complex nature are performed independently as assigned by a skilled automotive mechanic.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists automotive mechanics 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 mechanism and aligns wheels;  
Performs periodic chassis lubrications;  
Checks oil level of motors, transmissions and differentials;  
Checks level of brake fluid;  
Checks air brake pressure;  
Checks water level of radiators and batteries;  
Changes oil, oil filters and air filters;  
Changes tires and repairs flats;  
Keeps routine records on work done;  
Performs a variety of related tasks;  
May perform minor body and fender work;  
May operate a school bus on an assigned run or special trips.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of standard modern automotive repair methods and of the tools and terminology of the trade; willingness to perform mechanical work; ability to understand and carry out oral directions; ability to keep simple records; good motor, hand and eye coordination; mechanical aptitude; good physical condition.

MINIMUM QUALIFICATIONS: One year of experience as an automotive mechanic helper in a garage or automotive repair shop; or any equivalent combination of experience and training.

NOTE: If the position involves the operation of school buses, candidates must be eligible for the appropriate level driver's license issued by the New York State Department of Motor Vehicles at time of application and must possess the license at time of appointment. Driver must be at least 21 years of age and not have reached their 65th birthday.

In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and Vehicle and Traffic Law.