

HEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: These duties involve primary responsibility for supervising and performing skilled automotive repair and maintenance tasks requiring a thorough knowledge of the trade. This class differs from Senior Automotive Mechanic because of a larger operation or because of additional involvement with the total operation of the transportation function such as assisting a superior in route planning, budget preparation and supervision of bus drivers. The work is performed under general supervision allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision may be exercised over subordinate automotive mechanics and a number of bus drivers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains preventive maintenance on school buses;  
 Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, and buses;  
 Repairs or replaces motor pumps, fuel pumps, generators, carburetors and shock absorbers;  
 Repairs ignition systems, transmissions, brake systems, clutches and front and rear axles;  
 Adjusts connecting rods and bearings, steering mechanisms and aligns wheels;  
 Greases vehicles, changes oil and oil filters;  
 Maintains trip records and prepares transportation reports including accident reports;  
 Assists in establishing routes to be followed by the bus drivers;  
 Calls and assigns substitute drivers;  
 Assigns drivers to special field trips;  
 Maintains time records for payroll purposes;  
 Assists in preparing transportation budget estimates and recommendations;  
 May operate a school bus on an assigned run or special trips.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; good knowledge of the operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and regulations; ability to plan and supervise the work of others; good motor and hand and eye coordination; manual dexterity; good physical condition.

MINIMUM QUALIFICATIONS: Four years of experience as a skilled automotive repairman; or any equivalent combination of training and experience.

HEAD AUTOMOTIVE MECHANIC - Con't

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. Drivers 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.