

LEAD MAINTENANCE MECHANIC (AUTOMOTIVE)*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class oversees the performance of a wide variety of skilled mechanical repair, diagnostic, and maintenance work on all types of automotive equipment, including heavy equipment vehicles e.g. tractor trailers, front end loaders, bulldozers, steam rollers, sweepers, etc. The incumbent monitors the repair, maintenance and mechanical operation of all municipally owned vehicles, machinery and equipment. Other responsibilities include providing mechanical and technical advice on the purchase, operation and maintenance of vehicles and equipment; performing complex repair and analyses of automotive, machinery and heavy equipment; maintaining inventory, equipment and purchase records; and carrying out a preventive maintenance program on municipal vehicles. Incumbents may be required to operate varied types of automotive equipment. The incumbent plans and oversees the work of Automotive Mechanics or other automotive repair personnel assigned to this work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs the more complex automotive vehicle and heavy equipment repairs, maintenance, and diagnosis including major overhauls to transmissions, engines, differentials, front ends, brake adjustments and relining, electric and gas welding, accident repairs and painting and assists Senior Automotive Mechanics in completing repairs as necessary;

Coordinates work assignments of subordinate automotive repair personnel;

Ensures work assignments are completed correctly and in accordance with the standard operation and safety procedures of the department;

Advises Foreperson and/or Superintendent of Public Works as to status of vehicle repair and maintenance projects;

Advises Foreperson and/or Superintendent of Public Works regarding the procurement, replacement, and/or reassignment of automobiles and equipment;

Assists Foreperson and/or Superintendent of Public Works with the implementation of an equipment preventative maintenance plan and New York State inspections program;

Inspects all automotive equipment periodically to determine whether repair or replacement of parts is appropriate;

Communicates with outside vendors for parts and repair services, including warranty repair;

Performs inspections of automotive equipment as part of a preventative maintenance program, as required;

Instructs drivers on use and care of equipment;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Repairs and/or assists in the repair of snow plows, road rollers and various miscellaneous mowers, pumps, etc.;

Operates valve-grinder, drill press, lathe, welding and burning equipment, computer diagnostic equipment, electrical testing equipment, tire balancing equipment, and other associated tools;

Prepares and maintains simple records concerning preventative maintenance, repairs or replacements to the automotive equipment, and inventory of parts, tools and equipment;

Prepares and maintains simple reports concerning mileage, fuel consumption, and other data;

Makes daily reports on activities and work performed by the department;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May operate automotive equipment including trucks, rollers, graders, front end loaders, back hoes, etc., as required by the individual municipality or district.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the repair and maintenance of motor equipment of all types; thorough knowledge of the tools, techniques, and terminology associated with the automotive and heavy equipment mechanics trade; good knowledge of the operation and use of automotive and other motor driven equipment; good knowledge of the accident and safety precautions of the trade; good knowledge of diesel and gasoline engines, centrifugal and diaphragm types of pumps, two cycle and four cycle engines; good general knowledge of the current cost of repairs and replacement parts; skill in diagnosing mechanical troubles on motor equipment of all types; skills in operating front-end repair equipment and shop-testing equipment; ability to perform complex repairs on all types of automobile and heavy equipment vehicles; ability to accurately diagnose mechanical difficulties; ability to read and understand technical manuals and drawings; shop prints; mechanical curve charts; circuit diagrams and blueprints; ability to evaluate mechanical work of private garages; ability to keep simple activity records and prepare reports of such activities; ability to work from oral or written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good interpersonal skills; initiative; resourcefulness; good technical judgment; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience where the primary function of the position was performing or supervising automotive maintenance and repair work, including or supplemented by two (2) years of which must have included work on trucks or other heavy motor equipment.

SUBSTITUTION: An Associate's Degree* in Auto Mechanics, Automotive Technology, or a related field or possession of a certificate from a post secondary vocational school* in Auto Mechanics, Automotive Technology or a related field may be substituted for two (2) years of the general experience described above. There is no substitution for the two (2) years of specialized experience working on heavy motor equipment.

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Towns, Villages,
Cities of Rye and Peekskill
J. C.: Non-competitive
FAA9
1b

Job Class Code: 0480

* Formerly known as "Automotive Mechanic Foreman"