

LEAD MAINTENANCE MECHANIC (GARAGE)*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the operations of a municipal garage, overseeing and participating in the maintenance and repair of municipally owned automotive equipment. Oversight is exercised over a number of garage and driving personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and participates in the repair and maintenance of automotive equipment and in the training of subordinate personnel;

Assigns and oversees the work of mechanics, garage attendants, chauffeurs, and truck drivers, MEOS;

Inspects vehicles and equipment to determine need for repairs and replacements;

Inspects and tests repair work;

Requisitions gasoline and oil, tools and repair parts;

Oversees maintenance of garage and facilities, including electrical and heating systems;

Recommends equipment, supplies to be purchased;

Keeps simple records of work done, materials used and costs incurred;

Assigns drivers to various tasks, such as collecting garbage, delivering materials, etc;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology used in the repair and maintenance of automotive vehicles and equipment; thorough knowledge of the accident and safety precautions connected with such work; ability to operate a garage efficiently and economically; ability to plan and oversees the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness and imagination in meeting new and unusual problems; initiative in carrying out repair work and in seeking improved work methods; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or trade school or possession of a high school equivalency diploma and four (4) years of experience where the primary function was in the maintenance and repair of automotive equipment; or (b) eight (8) years of experience where the primary function was in the maintenance and repair of automotive equipment.

SUBSTITUTION: Satisfactory completion of an automotive training program and possession of a degree or certification from a recognized* college, university, or post secondary vocational school in Auto Mechanics, Automotive Technology, Automotive and Diesel Technology or a related field may be substituted for two (2) years of the general experience described above.

SPECIAL REQUIREMENT: Possession of a valid license (appropriate to the equipment to be operated) to operate a motor vehicle in New York State at time of appointment.

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
CSB1
1a

Job Class Code: 0441

*Formerly known as "Garage Foreman"