

HEAD AUTOMOTIVE MECHANIC

LOCATION: Tioga Co. School Districts
CLASSIFICATION: Competitive
SALARY: Varies by location
ADOPTED: Revised 7/97; 8/00, 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving the repair and maintenance of automobiles and other equipment. The incumbent performs the more difficult jobs, which require a higher degree of skill. Work is performed under general supervision, with wide leeway allowed for independently assigning tasks and making decisions. The work is subject to review for the economical and efficient operation and maintenance of equipment. Direct supervision is exercised over the work of automotive mechanics or other subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Exercises general supervision over an automotive garage;
- Directs the dismantling of units and advises mechanics on the repair and replacement of parts;
- Inspects work in progress to ensure proper and efficient repairs and replacements;
- Tests repaired equipment before returning it to service;
- Advises and instructs mechanics in the repair and maintenance of buses and other equipment;
- Performs highly skilled work on motors and accessories;
- Requisitions repair parts, tools and supplies as required;
- Maintains a variety of records and reports;
- May supervise bus drivers and assign vehicles;
- May assist in the selection and training of new drivers;
- May coordinate and assign bus routes;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Extensive knowledge of the standard practices, methods, tools, and equipment of the automotive mechanic trades; thorough knowledge of the operating principles and mechanics of internal combustion engines, considerable knowledge of the occupational hazards and safety precautions of the trade; ability to make estimates of time and materials needed for automotive repair work; ability to plan, assign, supervise and inspect the work of automotive mechanics; ability to establish and maintain effective working relationships with other employees; skill in locating and correcting defects in automotive equipment; skill in the care and use of the standard tools and equipment of the trade; skill in the operation of the machines and equipment of the trade that are used to repair and adjust motors and parts; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a New York State registered or regionally accredited college, university or technical school with an Associate's Degree or certification in automotive technology or mechanics **AND** two (2) years of full-time experience or its part-time equivalent as a skilled automotive mechanic; **OR**
- b. Graduation from a high school technical or vocational program in automotive mechanics and three (3) years of full-time experience or its part-time equivalent as a skilled automotive mechanic; **OR**
- c. Four (4) years of satisfactory full-time experience or its part-time equivalent as a skilled automotive mechanic; **OR**
- d. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State driver's license at time of appointment.