

DEPARTMENT Niagara Wheatfield Central School District  
CLASSIFICATION Non-Competitive  
APPROVED January 21, 2000

### LEAD AUTOMOTIVE MECHANIC

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for the efficient repair of a wide variety of automotive equipment including heavy duty equipment such as bulldozers, graders and buses. General supervision is received from the Supervisor of Transportation and general instructions are received regarding tasks to be performed permitting the incumbent considerable leeway in planning the details of each assignment. The incumbent leads the work of maintenance personnel and may provide direct supervision to helpers and bus drivers. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Under the direction of the Supervisor of Transportation, distributes work and oversees the maintenance of a fleet of motorized equipment;
2. Performs skilled operations such as repairing and over-hauling gasoline and diesel motor equipment including school buses, trucks, tractors and other power equipment.
3. Maintains department records and submits required paperwork under the direction of the Supervisor of Transportation.

#### **Incumbents lead and participate in all of the following typical work activities of an Automotive Mechanic:**

1. Grinds valves and fits new bearings, pistons, and rings;
2. Assembles connecting rods and bearings;
3. Assembles and times engines;
4. Repairs and overhauls brake systems, clutches, differentials, transmissions, and front and rear axles;
5. Repairs generators, starters, lights, and ignition;
6. Adjusts steering mechanism and aligns wheels;
7. May make and install improvements on vehicles;
8. Tunes motors and adjusts carburetors;
9. Operates machine shop equipment as necessary, including lathes, grinders, drill presses, welding, brazing, and burring equipment to make and repair equipment parts;
10. May perform electrical and plumbing repair work;
11. Performs body and equipment repairs;
12. Requisitions parts and materials;
13. Keeps accurate records of work performs and material used;
14. Mounts and dismounts snow-plow blades and other auxiliary equipment;
15. Drives a school bus and/ or truck as required.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; working knowledge of the machinist trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to lay out work for self and others; good motor and hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

- CONTINUED -

## **LEAD AUTOMOTIVE MECHANIC CONTINUED**

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** three (3) years of experience as a skilled automotive mechanic which shall have involved repair and maintenance of heavy automotive equipment;

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Per Section 501 of the Vehicle and Traffic Law of New York State:

1. Possession of a Class B Commercial Driver's License.
2. Must be at least twenty-one (21) years of age.

### **SPECIAL REQUIREMENTS FOR APPOINTMENT:**

1. Employees must meet Section 156.3 of the Regulations of the Commissioner of Education and have Article 19-a certification.
2. All persons employed as Bus Drivers must receive two (2) hours of special Bus Driving Safety instruction PRIOR to appointment. During the first year, the employee must complete a course of instruction in school bus safety practices. Each year thereafter an employee must receive a refresher course three times a year.

Non-competitive classification approved by State CSC 03/28/2002