

## HEAD AUTOMOTIVE MECHANIC

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position leads and participates in the maintenance and repair of trucks, automobiles and other related automotive equipment. The incumbent takes an active part in the repair and maintenance of automotive equipment as well as oversees the work of other mechanics involved in similar duties. The work is performed under the general supervision of a higher level administrator with the incumbent held responsible for assigning tasks and their timely and efficient completion. The incumbent acts as the lead worker over a small group of Automotive Mechanics. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Leads and participates in the following:

Performs maintenance, repair and overhaul of various types of medium and light automotive equipment including automobiles, trucks, gasoline and diesel engines;  
Outlines repair assignments to Automotive Mechanics and may inspect work upon completion;  
Instructs Automotive Mechanics in the proper methods of repairing, replacing and/or adjusting automotive equipment such as transmissions, motors, steering mechanisms, wheels and tires, brake systems, shock absorbers, differentials, front and rear axle assemblies, alignments, oil/filters, greasing, etc.;  
Oversees the routine inspection of automotive equipment for safe condition as well as to prevent deterioration;  
Diagnoses cause of equipment failure and arranges for repair;  
Keeps time and materials records of repair and maintenance activities;  
Orders and maintains an inventory of supplies and equipment required to complete repair and maintenance tasks.

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

Thorough knowledge of operation and maintenance of both gasoline and diesel engines;  
Thorough knowledge of the standard practices, methods, terminology and accident precautions of the automotive repair trade;  
Thorough knowledge of the use and operation of tools and machinery of the automotive repair trade;  
Ability to detect and diagnose mechanical troubles in automotive equipment;  
Ability to lead, direct and review the work of skilled Automotive Mechanics;  
Ability to perform work requiring strenuous effort;  
Ability to keep records and prepare narrative reports related to the work;  
Ability to work from plans, specifications, rough sketches and oral instructions;

Willingness to operate potentially harmful equipment, tools and machines after receiving proper safety instructions;

Dexterity;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college, university, or technical school with an Associate's Degree in automotive repair technology, automotive technology or related field and two years of experience in the maintenance and repair of automotive equipment; OR
- B) Three years of experience in the maintenance and repair of automotive equipment; OR
- C) An equivalent combination of training and experience as outlined by the limits of A) and B) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level Motor Vehicle Operator's License.

NOTE: When required by employer, the incumbent must furnish his/her own hand tools and toolbox.

R221 1/27/11

NON-COMPETITIVE