

May 22, 2023

**INTERNAL ANTICIPATED POSTING**

**PLEASE POST**

**AUTOMOTIVE MECHANIC**

Salary: \$43,000 to \$50,000 annually commensurate with experience

12 month – full time with benefits

Start Date: ASAP

The work involves responsibility for performing skilled maintenance and repair tasks on a variety of automotive equipment. The incumbent may perform work on vehicles such as, but not limited to, automobiles, trucks, and in a school district on a fleet of school buses. The class differs from that of Automotive Mechanic Helper by virtue of the higher level of work performed and greater independence. Work is performed under the general supervision of a higher level employee with leeway allowed for the exercise of independent judgment in the details of the work. Supervision may be exercised over the work of subordinates. Does related work as required.

The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- Performs skilled operations such as repairing and overhauling gasoline and diesel motor equipment such as automobiles, trucks, tractors, school buses;
- Grinds valves and fits new bearings, pistons and rings;
- Repairs and replaces motor pumps, fuel pumps, generators, carburetors and shock absorbers;
- Assembles and times engines;
- Mounts and dismounts snow plow blades and other auxiliary equipment;
- Repairs and overhauls ignition systems, transmissions, brake systems, clutches, differentials, and front and rear axles;
- Welds and solders equipment;
- Repairs and paints truck equipment and bodies;
- Installs door windows and windshields;
- Adjusts steering mechanisms and aligns wheels;
- Repairs and maintains auxiliary equipment on trucks, graders and rollers;
- Makes estimates and prepares requisitions for materials;
- May prepare monthly maintenance schedules for Department of Transportation inspections;
- May operate a school bus on a regular schedule or on special occasions;
- May operate a snow plow and engage in snow and ice control activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern automotive repair methods and of the terminology and tools of the trade; good knowledge of the operating principles of both diesel and gasoline engines; good knowledge of the operation of trucks and other automotive equipment; ability to make difficult repairs to 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; depending on the location of the position, ability to operate a school bus safely under all driving and road conditions; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two years of full-time paid experience, or its= part-time equivalent, as a journey level automotive mechanic in an automotive repair shop, or comparable work.

**SPECIAL REQUIREMENT:** Automotive Mechanics who are employed by a school district and required to operate a school bus must possess a New York State Driver's License appropriate to the operation of a school bus. Automotive Mechanics who are employed by any municipality where the operation of a snow plow and/ or the driving of equipment on a public road are required must possess a New York State Driver's License appropriate to the equipment being operated.

Interested applicants should contact the Director of Transportation immediately to schedule an interview (845) 256-4070.

\*\*Please note, applicants must also submit an Application (located on our website at: [www.newpaltz.k12.ny.us](http://www.newpaltz.k12.ny.us) under Our District/Job Opportunities tab) to the attention of Human Resources, 196 Main Street, New Paltz, NY 12561, in order to be considered.

**We welcome applications from those who contribute to our diversity. AA/EOE**

**APPLICATION DEADLINE JUNE 7, 2024**