

## AUTOMOTIVE MECHANIC HELPER / MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting a skilled automotive mechanic in the maintenance and repair of a variety of automotive equipment and for performing a variety of mechanical and other building maintenance, repair, cleaning and construction related tasks. Work is performed under direct or general supervision depending upon the nature of the tasks. An Automotive Mechanic Helper / Maintenance Worker does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists a skilled mechanic and individually performs some repair work in connection with the repair, maintenance and overhauling of gasoline and diesel motor equipment;
- May test drive vehicles to insure proper performance after repair;
- Performs routine preventative maintenance of parts and equipment and makes minor mechanical repairs;
- Washes and polishes automobiles, trucks and buses as needed;
- Maintains shop tools and equipment;
- Performs minor carpentry work in the repair of windows, doors, walls, furniture, etc.;
- Performs minor electrical, and plumbing repairs and installations;
- Performs interior and exterior painting;
- Uses common hand or power-operated machines and tools;
- Moves furniture, equipment and supplies;
- May open, close and check building security (doors and windows);
- May assist in the removal of snow and ice and the sanding of icy sidewalks;
- May perform a variety of grounds maintenance tasks;
- May perform common custodial duties;
- May keep simple records and reports of maintenance performed, materials received and an ongoing inventory;
- May operate a truck or school bus on a regular or substitute basis, if qualified;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of standard automotive repair methods, tools of the trade, and safety practices; working knowledge of safety precautions and practices associated with maintenance work; working knowledge of the practices and techniques of one or more of the standard trades; ability to follow oral and written directions; mechanical aptitude; manual dexterity; willingness to work outdoors year-round; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: One year of experience in either general building construction, maintenance, or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry, etc.

*SPECIAL REQUIREMENT FOR APPOINTMENT:* In agencies where required, must possess and maintain an appropriate class New York State Motor Vehicle Operator's license.

*SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:*  
Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/15/12