

## SENIOR AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervision of, and participation in, the repair of a variety of automotive and heavy equipment. This position is distinguished by the advanced knowledge, skills, and experience in automotive maintenance repair. Duties are performed under general supervision with leeway allowed for the exercise of considerable independent judgement in carrying out the details of the work. Direct supervision is exercised over subordinate Automotive Mechanics, Helpers, and other staff assigned to the repair shop. A Senior Automotive Mechanic does related work as required.

### TYPICAL WORK ACTIVITIES:

- Repairs or supervises the repair of automotive, hydraulic, electrical and heavy equipment;
- Assigns repair tasks to subordinate staff and inspects work in progress and upon completion;
- Diagnoses difficult maintenance problems and recommends repair methods;
- Performs complex and technically difficult overhauls, tune-ups, and repairs to gasoline and diesel powered equipment;
- Performs New York State inspection of vehicles;
- Instructs Automotive Mechanics, Helpers, and subordinate staff in difficult or unusual repairs;
- Requisitions repair parts and supplies;
- Assists in updating preventative maintenance procedures by adding vehicles/equipment into maintenance program;
- Schedules future maintenance activities;
- May assume the duties of the Superintendent of Fleet Operations and Maintenance in his absence;
- May test-drive vehicles/equipment to verify that repairs and adjustments are proper;
- May administer road tests to bus drivers;
- May maintain time records for bus drivers and call in substitutes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of automotive equipment and methods associated with its maintenance; good knowledge of terminology, tools, and safety precautions associated with automotive maintenance; good knowledge of machine shop procedures; ability to make difficult or complex automotive repairs; ability to diagnose mechanical, electrical, and hydraulic defects in equipment; ability to instruct and supervise subordinate mechanics; manual dexterity; mechanical aptitude; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Three years of experience in the maintenance and repair of automotive equipment.

SPECIAL REQUIREMENT: In agencies where required, possession of a New York State Motor Vehicle Inspection license and appropriate commercial driver's license at time of appointment.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/16/98  
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