

Department: School Districts
Classification: Non-Competitive
Grade: _____

SPEC DISK C8
DOCUMENT 08

AUTOMOTIVE MECHANIC/CLEANER

DISTINGUISHING FEATURES OF THE CLASS: The work of this dual position involves the responsibilities for performing cleaning of school buildings and skilled repairs and maintenance to a wide variety of automotive equipment and school busses. General instructions are received in accordance with established policies, but considerable leeway is permitted for the exercise of independent judgment. Supervision may be exercised over the subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cleans areas, furnishings and fixtures according to established procedures;
Sweeps, vacuums and washes floors, stairs, hallways, and rest rooms;
Washes blackboards, bathroom fixtures, mirrors, windows, and other fixtures;
Strips and refinishes floors;
Removes trash and waste materials, and disposes of this appropriately;
Reports structural and equipment wear, defects, and malfunctions to superintendent;
Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, snow plows, power lawn mowers, and school busses;
Repairs and replaces motor pumps, fuel pumps, generators, carburetors, and shock absorbers;
Adjusts connecting rods and bearings, steering mechanisms, and wheel alignment;
Makes minor welding repairs to automotive equipment;
Tunes engines, greases vehicles, sets timing, changes oil and filters;
Keeps trip log, including times, mileage, gas and oil consumption, and routes traveled;
May be required to operate a bus on an assigned route.

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

Working knowledge of building cleaning methods, procedures, and equipment; ability to understand and follow simple oral and written directions; willingness to perform routine cleaning and other manual tasks; thorough knowledge of standard automotive repair methods, terminology and tools of the trade; ability to follow oral and written instructions' dependability; good motor hand and eye coordination; mental dexterity, mental alertness; mechanical aptitude; ability to get along well with others, and physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from high school or possession of a high school equivalency diploma and two years experience in building maintenance or as an automotive mechanic;

AUTOMOTIVE MECHANIC/CLEANER - Continued

(b) Three years of experience in maintenance work or standard mechanical or construction trades, or as an automotive mechanic;

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: In school districts where automotive mechanics are required to act as a bus driver, candidates must satisfy the requirements as set forth in the Rules and Regulations of the NYS Commissioner of Education and the NYS Vehicle and Traffic Law.