

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

SPEC DISK G4
DOCUMENT 10

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the routine work involved in the service and maintenance of automotive equipment. This is the beginning level of automotive repair. The duties do not include repair jobs involving skilled work except in the capacity of mechanic helper. Duties of a less complex nature are performed independently. May be required to act as school bus driver on an assigned route. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Checks tires and repairs flats;
Changes oil and lubricates automotive equipment;
Assists mechanic in the grinding of valves and the fitting of bearings, pistons and rings;
Assists in the repairing and overhauling of brake systems, differentials, transmissions and front and rear axles;
Helps adjust steering mechanism and align wheels;
Performs a variety of related tasks;
May be required to act as school bus driver on an assigned route.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of standard automotive repair methods and of the tools and terminology of the trade; willingness to perform mechanical work; ability to understand and carry out oral directions; good motor, hand and eye coordination; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications are required, but familiarity with ordinary repair and maintenance practices for automobiles is desirable.

NOTE: In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Education Law and Vehicle and Traffic Law. Drivers must be at least 21 years of age.