

## **HEAD AUTOMOTIVE MECHANIC**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for leading and participating in skilled repairs and adjustments to a variety of automotive, motor, heavy and stationary equipment including both diesel and gasoline powered vehicles and equipment. An incumbent maintains and repairs fuel injection and supercharging systems common to diesel engines as well as making overall repairs to a wide range of heavy equipment commonly used in public works construction and maintenance. This position differs from that of Automotive Mechanic by virtue of the fact that an incumbent performs more highly technical repairs and maintenance than that performed by a Mechanic. Also, an incumbent is responsible for overseeing the work performed by the Automotive Mechanics as well as recommending vehicle and equipment purchases and maintaining records allocating maintenance and repair costs to various city departments. The work is performed under the general supervision of the Superintendent of Public Works with considerable freedom allowed for exercising independent judgement in carrying out the work. An incumbent exercises no supervision; however, he or she acts as a lead worker over Automotive Mechanics and Automotive Mechanic Helpers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Schedules maintenance and repair to all city vehicles;

Assigns repair tasks to Automotive Mechanics and Automotive Mechanic Helpers and inspects work in progress and upon completion;

Performs complex and technically difficult operations in repairing, adjusting and overhauling diesel and gasoline powered motor equipment including automobiles, trucks, front-end loaders, bulldozers and backhoes;

Leads and participates in the maintenance and repair of diesel and gasoline motor-equipment performed by the Mechanics and Mechanic Helpers including maintenance and repair of engines, bears, crankshafts, connecting rods, brakes, transmissions, clutches, electrical and hydraulic systems, front and rear axles, steering mechanism and vehicle bodies and frames;

Leads and participates in the operation of a variety of vehicles, motor, heavy and stationary equipment to determine problems and insure repairs are made properly;

Researches vehicle specifications including meeting with salespersons and meets with the Superintendent of Public Works and Public Works Supervisors to discuss and recommend vehicle replacements;

Receives work-orders from Mechanics and Mechanic Helpers and maintains repair and maintenance records including costs of parts and labor;

Creates reports regarding vehicles repaired and submits reports to the City Manager as well as the department heads having vehicles maintained or repaired;

Researches costs of vehicle parts and orders and inventories parts;

Inventories and orders New York State Inspection stickers;

Maintains and repairs at an off-site location the police vehicles used for undercover narcotics work and reports cost to the Police Department;

Schedules all contracted-out repair of city vehicles and keeps records of the costs;

Inspects vehicles in accordance with the NYS Department of Motor Vehicles regulations;

Reviews daily reports of Motor Equipment Operators and Heavy Equipment Operators to ascertain worthiness of vehicles for Public Works operations;

Inspects all city taxis for operational worthiness and safety;

Inspects for police detectives those vehicles involved in accidents and prepares and submits a report to the police regarding his/her findings;

Instructs high school students in the maintenance and repair of lawnmowers and motor and heavy equipment.

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

Thorough knowledge of the principles and practices related to diesel and gasoline engines and methods associated with their maintenance, adjustment and repair;

Thorough knowledge of terminology, tools, equipment and safety precautions associated with automotive and equipment maintenance, adjustment and repair;

Thorough knowledge of the safe and efficient operation and maintenance of repair shop equipment;

Good knowledge of machine shop procedures;

Working knowledge of work and cost related record keeping;

Ability to lead and participate in the repair of diesel and gasoline powered vehicles and equipment;

Ability to accurately diagnose complex mechanical, electrical and hydraulic problems for gasoline and diesel powered equipment,

Ability to maintain records related to motor equipment inspection, maintenance, and repair of motor equipment including cost;

Ability to read and interpret technical motor equipment repair manuals, circuit diagrams and blueprints;

Ability to understand and follow oral and written instructions;

Ability to operate motor and heavy equipment safely and in accordance with vehicle and traffic laws;

Ability to weld and operate machine shop equipment;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or certificate in motor equipment technology or mechanics and one (1) year of experience performing skilled repairs and adjustments to a variety of automotive, motor, heavy and stationary equipment including both diesel and gasoline powered vehicles and equipment; or
- (b) Graduation from a high school technical or vocational program in motor equipment mechanics and three (3) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Successful completion of a certified training course in diesel engine repair offered by a New York State approved technical training institute may be substituted for one (1) year of the experience as required in (b) above.

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State driver's license appropriate to the vehicles or equipment operated.