

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: AUTOMOTIVE MECHANIC'S HELPER

TITLE #: 1072

DISTINGUISHING FEATURES OF THE CLASS: The work involves routine maintenance, servicing and minor repair work of automotive equipment. The work is carried out in accordance with established procedures and is performed under the direct supervision of an Automotive Mechanic. Does related work as required.

TYPICAL WORKS ACTIVITIES:

Refuels buses and automotive equipment, checks radiators, batteries and crankcase;

Changes engine oil and lubricates chassis;

Checks and changes tires and wheels, repairs flats, puts on and removes chains;

Checks and replaces mufflers, exhaust and tail pipes;

Checks and replaces lights and warning signals;

Assists mechanic with more complex repair and maintenance work;

Washes buses and assists with painting and body work;

May safeguard materials, equipment, and facilities as required;

May drive a school bus or substitute as needed;

May drive motor equipment as needed;

May maintain simple records of supplies used.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of standard automotive repair methods and of the tools and terminology of the trade; ability to perform heavy manual work; ability to understand and follow oral directions; good motor, hand and eye coordination; mechanical aptitude; physical condition commensurate with demands of position.

MINIMUM QUALIFICATIONS: Six (6) months of paid work experience performing minor repairs to automotive equipment.

SPECIAL REQUIREMENT: If required to drive school bus, then candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the New York State Commissioner of Education.

SPECIAL REQUIREMENT: May be required to possess and maintain a valid Commercial Driver's license in a class appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASSIFICATION: Non-competitive among School Districts, Towns and Villages.

ADOPTED: UNKNOWN

REVISED: 5/29/74

REVISED: 7/16/82

REVISED: 4/4/91

REVISED: 4/26/99 kmg

REVISED: 9/27/01 ms

REVISED: 6/22/11 dr