

Civil Division: Oneida County Government, Towns, Schools  
Jurisdictional Class: Non-Competitive  
EEO Category: Skilled Craft  
Revised: 04/18/11

## **AUTOMOTIVE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for the efficient and skilled performance of a variety of automotive repair tasks, requiring a thorough knowledge of the trade. General instructions are received from a foreman or supervisor regarding tasks to perform, permitting considerable leeway for planning the details of each assignment. Supervision may be exercised over other skilled or unskilled workers as required. (When employed at the Oneida County Airport, the incumbent may be required to complete in-house training in fire and rescue techniques, in order to assist fire and rescue crews in an emergency). The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, graders, bull dozers, power shovels, etc.;

Repairs or replaces hydraulic cylinders, motor pumps, fuel pumps, generators, alternators, carburetors, shock absorbers, etc.;

Repairs ignition systems, transmissions, brake systems, clutches, front and rear axles, etc.;

Adjusts connecting rods and bearings, steering mechanisms, aligns wheels, etc.;

Makes welding repairs to automotive equipment;

Greases vehicles and changes oil and oil filters;

Tunes engines and sets the timing;

Attaches and removes snow plow blades and other auxiliary equipment;

When employed at Oneida County Airport, may assist fire and rescue crews in an emergency;

Performs NYS Motor Vehicle Inspections, when working for County DPW;

May perform painting of equipment, as necessary;

May work as a Motor Equipment Operator or Heavy Equipment Operator with a valid, appropriate motor vehicle license, when necessary;

May assist in snow removal operations when working for County DPW.

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

Thorough knowledge of standard automotive repair methods, and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to automotive and other mechanical equipment; familiarity with welding techniques; ability to work from plans and specifications, and to follow rough sketches and oral instructions; good motor and hand and eye coordination; manual dexterity when employed at the Oneida County Airport, ability to learn aircraft rescue, and disaster techniques.

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**MINIMUM QUALIFICATIONS:** Two (2) years of experience as a skilled automotive mechanic.

**NOTE:** Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

**SPECIAL REQUIREMENT:** Possession of a valid, appropriate level motor vehicle license at time of appointment. This license must be maintained throughout appointment.

**SPECIAL REQUIREMENT FOR:**

**ONEIDA COUNTY DEPARTMENT OF PUBLIC WORKS  
ONEIDA COUNTY DEPARTMENT OF AVIATION  
TOWN OF NEW HARTFORD**

- (A) Possession of a valid Class B CDL with air brake endorsement at time of appointment and through out duration of appointment.
- (B) Must obtain within six (6) months of appointment a valid NYS Motor Vehicle Inspection License and continue to possess a valid NYS Motor Vehicle Inspection License throughout appointment.

Adopted: 03/02/82  
Revised: 10/31/90, 11/06/95, 07/29/96, 03/29/99, 09/29/08, 04/18/11