

## **AUTOMOTIVE MECHANIC HELPER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for assisting an Automotive Mechanic by performing servicing, maintenance and repair to automotive and construction equipment in accordance with instructions outlined in considerable detail. The work is performed under the direct supervision of an Automotive Mechanic in accordance with established policies and procedures. Incumbents in this class may also operate a school bus on an assigned route. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Checks tires and repairs flats; Assists Automotive Mechanic in the fitting of bearings, pistons, and rings; Assists in the repairing and overhauling of brake systems, differentials, transmissions, front and rear axles and electrical systems; Helps adjust steering mechanism and align wheels; Changes oil and air filters; Checks fluid levels, refills batteries and hydraulics; Assists Automotive Mechanic with more complex diagnostics, repair and maintenance; Repairs or replaces snow plow blades; Performs maintenance tasks such as washing vehicles and cleaning garage; When employed in a school district, washes and cleans school buses; May drive a school bus as required.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of standard automotive repair methods and of the tools and terminology of the trade; Skill in the performance of minor maintenance and repair activities; Ability to understand and carry out oral directions; Good motor and hand and eye coordination; Mechanical aptitude; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None.

**SPECIAL REQUIREMENTS:** Eligibility for an appropriate level New York State Driver's license at time of application. Possession of license at time of appointment and maintained during employment.

Revised 3/14/83; 10/28/09; 4/24/17

Reviewed 5/16/18