

Jurisdiction: Oneida County, Schools, and Towns
Jurisdictional Class: Non-Competitive
EEO Category: Service/Maintenance
Revised: 10/07/2023

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position assists in the routine work involved in the service and maintenance of automotive equipment and/or construction and maintenance of streets and sewers. This is the beginning level of automotive repair and maintenance work. The duties do not include tasks involving skilled work, except in the capacity of Mechanic Helper. Duties of a less complex nature are performed independently. Close supervision is always maintained over the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists mechanic in the grinding of valves and the fitting of bearings, pistons, and rings;
Assists in the repair and overhaul of brake systems, differentials, transmissions, and front and rear axles;

Checks tires and repairs flats;

Changes oil and lubricates automotive equipment;

Helps adjust steering mechanism and aligns wheels;

Performs unskilled work in construction and maintenance of streets and sewers;

Operates power equipment or tools relating to tasks;

Performs a variety of related tasks;

(Town of New Hartford may work as Motor Equipment Operator as needed).

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; ability to lift heavy objects; ability to perform manual work and work under all weather conditions; good motor and hand and eye coordination; mechanical aptitude, physical endurance, and mental alertness.

MINIMUM QUALIFICATIONS: One (1) year of experience assisting in automotive maintenance and repair in a garage or automotive repair shop; or other mechanical maintenance and repair work of a similar nature.

SPECIAL REQUIREMENT FOR TOWN OF NEW HARTFORD ONLY: Candidate must possess appropriate level CDL within six (6) months of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 10/22/1985

Revised: 03/24/1995, 05/12/1995, 07/05/1995, 05/07/1997, 02/09/1999, 10/07/2023