

Civil Division: Mohawk Valley Water Authority  
Jurisdictional Class: Competitive  
EEO Category: Skilled Craft  
Adopted: 01/29/14

## **WATER AUTHORITY MOTOR EQUIPMENT MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled technical work involving the repair and maintenance of a variety of automotive and diesel vehicles and equipment. The work in this class requires a thorough knowledge of the trade. General instructions are received regarding individual jobs, permitting considerable leeway for planning the details of each assignment. The work is performed under general supervision of the Administrative Officer. Supervision of others is not a responsibility of this class. The incumbent performs related work as required.

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

Maintains equipment service and repair records and time sheets and enters and maintains records in a computer-based work order system;

Makes periodic preventive maintenance inspections and servicing of vehicles and equipment to ensure their safe and trouble-free operation;

Makes periodic safety inspections of vehicles following prescribed New York State Department of Motor Vehicles procedures;

Repairs and maintains non-self-propelled motor driven equipment, including, but not limited to, small motor for cycle and two-cycle lawn and snow equipment;

Uses appropriate test equipment and observation, diagnoses cause of faulty mechanical, hydraulic or electrical performance;

Repairs, maintains and adjusts elements of chassis assembly, including such components as steering, front end, rear and braking systems;

Plans and executes the work procedures required, following technical manuals and experience, to make necessary in-house repairs, including the ordering of replacement parts and materials;

Prepares fitness reports/appraisals of maintenance equipment and vehicles as required by management;

Repairs and services conventional and automatic transmissions, including clutch assemblies, differentials, transfer cases, torque converters and gear trains;

Visually examines equipment, reviews breakdown reports, if appropriate, discusses problems with operators to determine the nature and extent of the damage to receive a description of the symptoms associated with the malfunction;

Maintains gasoline and/or diesel engines, replacing and/or repairing such parts as valves, bearings, gears, shafts, pistons, rings, push rods, oil, fuel pumps, oil pumps, radiators, carburetors and fuel injectors;

Removes motors and/or transmissions and installs new or rebuilt motors and/or transmissions;

Coordinates with outside vendors for off-site services;

Maintains shop equipment, tools and inventory and cleanliness of shop area.

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

Thorough knowledge of standard automotive repair methods, and of the terminology and tools of the trade; good knowledge of the practices and techniques of making a variety of mechanical and electrical repairs on gas/diesel powered automotive and other motor-driven equipment; ability to make accurate diagnosis of mechanical or electrical problems for gas and/or diesel powered self-propelled and non-self-propelled equipment as well as heavy motor equipment; ability to use tools, equipment, and materials of the mechanical trade; ability to read and interpret technical maintenance manuals, circuit diagrams and blueprints.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree\* in Automotive Technology or a related area **AND** five (5) years of experience\*\*\* as an automotive mechanic which must have included experience as a diesel mechanic; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree\*\* in Automotive Services, Automotive Technology, Automotive Mechanics Technology, Automotive Technician, Automotive Engineering Technology or a related area **AND** seven (7) years of experience\*\*\* as an automotive mechanic which must have included experience as a diesel mechanic.

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

**SPECIAL REQUIREMENT:** Must possess a current, valid New York State Department of Motor Vehicles Driver's License at time of application.

**EDUCATION/EXPERIENCE SUBSTITUTIONS:**

\*Four (4) years of formal apprenticeship training may be substituted for the Bachelor's degree listed in (A) above. Must submit proof of apprenticeship with application.

\*\*An Automotive Service Excellence (ASE) Certification, in other than auto body repair, may be substituted for the Associate's Degree listed in (B) above.

\*\*\* An Automotive Service Excellence (ASE) Master Technician Status, in other than auto body repair, may be substituted for three (3) years of experience as described in (A) or (B) above; **OR** graduation from an accredited trade school in the field of automotive technology or a closely related area may be substituted for two (2) years of experience as listed in (A) or (B) above.