

**DATE:** November 14, 2024

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is not a competitive class position.)

**FROM:** Brendan Masterson, Commissioner, Department of Public Works  
313 Shamrock Lane, Kingston, NY 12401

**JOB VACANCY:** Automotive Mechanic II / Permanent/Provisional / Full-Time / Benefited

**LOCATION:** Central Srvc Garage

**SALARY:** \$31.18 / hour (Grade DPW 7)

**FILL DATE:** December 9, 2024



**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for efficient and workmanlike performance of a variety of automotive and mechanic repair tasks with gasoline and diesel engines. General instructions are received from the Garage Foreman or Lead Automotive Mechanic regarding the tasks to be performed permitting some leeway for planning the details of each assignment. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of standard automotive repair and maintenance methods and of the terminology, tools and safety precautions of the trade; demonstrated ability to make difficult repairs to automotive equipment; ability to operate acetylene cutting and welding equipment; ability to perform welding procedures which may include OXY-Acetylene, TIG or MIG welding; ability to work from plans and specifications; ability to understand written and oral instructions; ability to write legibly; good motor, hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four (4) years of experience as an automotive mechanic and one (1) year of experience in the mechanical repair of highway construction equipment, and/or transit or school buses, and/or other automotive specialty work.

**Note:** Completion of automotive repair courses may be substituted for the required automotive repair experience on a year-for-year basis up to a maximum of two (2) years.

Special Requirements for Appointment:

1. Possession of the appropriate class New York State Motor Vehicle Operator's License, if the duties include vehicle operation.
2. Possession of a Motor Vehicle Inspector's Certificate issued by the New York State Department of Motor Vehicles, if duties include vehicle inspection.
3. Possession of a valid New York State Commercial Motor Vehicle Operator's License (CDL), if required by the department.
4. Depending on work assignment, possession of applicable certifications within a designated time period after employment.

**Special Note:**

1. In accordance with Department of Transportation (DOT) 49CFR40, and Federal Highway Administration (HWA) 49CFR382, all prospective employees will undergo drug/alcohol testing prior to appointment and will undergo random drug/alcohol testing during the course of employment.
2. Employees may be requested, during employment, to obtain a valid NYS Class B (CDL) License with "X" endorsement.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer, a candidate will be required to be fingerprinted accordingly

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.