

LEAD AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for leading and participating in the repair and maintenance of vehicles in several departments in Ulster County. An employee in this class leads and performs automotive mechanical work to assure the efficient scheduling of preventative maintenance, inspection and repair of vehicles assigned to these departments. The incumbent works under the general supervision of a higher-level employee in regard to any overall maintenance, permitting wide leeway for scheduling and prioritizing of the tasks to be performed and the technical details of each assignment. Direct supervision is exercised over the work of all Automotive Mechanics and Automotive Mechanic Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Leads and participates in the repair and preventative maintenance of automobiles, vans, trucks, buses and other vehicles assigned to several departments in Ulster County.

Schedules work for mechanics based on available resources and a preventative maintenance schedule provided by a higher-level employee;

Performs skilled operations, diagnostics and repairs on all operating systems of gasoline, diesel, and alternative fuel powered vehicles, and when necessary, in the field;

Leads and participates in documenting work performed and parts used on standard work orders for input into a maintenance database;

Inspects and diagnoses vehicles to determine extent and cost of repair or replacement required and may recommend vendors for automotive repair work;

Leads and participates in the maintenance of areas used to maintain vehicles, to assure that the vehicle work areas are clean and orderly, the tools and equipment are used properly, and that safe working conditions prevail;

Performs New York State Department of Motor Vehicles inspections on automobiles, vans, trucks, buses, and other vehicles where required;

Maintains accurate employee work schedules and attendance records;

Maintains an inventory of spare parts for vehicles and small tools for mechanics, and makes requests to replenish stock;

Prepares requisitions for parts, oil, grease and other materials incidental to the operation of vehicles;

Determines which equipment or tools need to be replaced and submits list for budget purposes;

May train the Automotive Mechanic II, Automotive Mechanic I and Automotive Mechanic Helpers in vehicle repair and maintenance procedures;

May operate motor vehicles for testing purposes;

May respond to accidents, involving vehicles assigned to the employee's department, for damage assessment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of standard vehicle repair and maintenance principles, methods, terminology, tools and safety precautions of the trade; skill in performing vehicle repairs on vehicles powered by gas, diesel and alternative fuel; skill in the care and use of tools, diagnostic machinery and equipment of the trade; good motor skills, hand and eye coordination; ability to diagnose mechanical problems with vehicles powered by gas, diesel and alternative fuel; ability to maintain simple records and input data into computer databases; ability to train others in vehicle repair; ability to supervise the work of others; ability to understand written and oral instructions; manual dexterity.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as a mechanic performing vehicle repair and maintenance, at least two (2) years of which must have involved the direction and control of other mechanics and staff.

Special Requirements for Appointment:

1. At time of appointment, and throughout employment in this title, candidate must possess and maintain a valid New York State Driver's License appropriate to the vehicles operated.
2. At time of appointment, and throughout employment in this title, candidate must possess and maintain a Motor Vehicle Inspector's Certificate as issued by the NYS Department of Motor Vehicles.

Special Note: In accordance with Department of Transportation (DOT) 49CFR40, and Federal Highway Administration (HWA) 49CFR382, all prospective employees may undergo drug/alcohol testing prior to appointment and may undergo random drug/alcohol testing during the course of employment.

Special Requirement for Positions in Ulster County Department of Public Works:

Candidates for employment in this position, must possess a valid NYS Class B (CDL) License, at time of appointment.

ULSTER COUNTY
3925 LD AUT MEC
Classification: Non-Competitive
Grade: 12
Union: CSEA
DPW Grade: 8

Adopted: July 28, 2006
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