

**APPRENTICE AUTOMOTIVE MECHANIC HELPER/
MAINTENANCE WORKER
(SCHOOL DISTRICT)**

DISTINGUISHING FEATURES OF THE CLASS: Independent operation of a school bus on a regular basis. Work is performed under the general supervision of the journeyman mechanic in carrying out the details of the work.

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 of the following, as well as other related activities not described.*

Oils and greases automotive equipment;

Checks tires and repairs flats;

Assists mechanic in grinding of valves and the fitting of bearings, pistons, and rings;

Helps in the adjustment of connecting rods and bearings;

Assists in the repair and overhaul of brake systems, differentials, transmissions, and front and rear axles;

Operates a bus on a regular schedule or on special occasions;

Informs passengers about safety practices;

May be required to operate a van or other similar vehicle;

May be required to perform minor cleaning tasks;

Assists skilled craftsmen in the performance of a variety of building or equipment maintenance tasks;

Performs routine labor or cleaning duties such as moving furniture, replacing light bulbs, and collecting or disposing of trash;

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Drives vehicles to make mail pick up or deliveries, transact bank business, pick up supplies, or perform other chauffeur or messenger functions;

Hang pictures, assemble furniture, and put up shelves;

Makes minor repairs to building and equipment;

May assist in mail room or stock room as required;

May perform custodial duties such as cleaning floors or washing windows; and

May assist in other building maintenance cleaning or grounds maintenance duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Some knowledge of standard automotive repair methods and of the terminology and tools of the trade; good knowledge of driving safety practices, traffic laws, and regulations; ability to operate a bus under difficult driving and road conditions; mechanical aptitude; working knowledge of building maintenance, cleaning, and grounds maintenance methods, materials, and equipment; ability to understand and follow simple oral and written directions; ability to read and write; thoroughness; dependability; and cleanliness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: *Possession of a valid Commercial Driver's License with a "B" Classification (CDL-B) and Passenger Endorsement.*

In addition, candidates must fulfill all employment requirements in accordance with Article 19-A of the New York State Vehicle and Traffic Law before appointment.

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Originated: 3/21/2024

Jurisdictional Class: Pending Classification

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 5/31/2024