

AUTOMOTIVE MECHANIC HELPER – BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the performance of skilled automotive repair and maintenance tasks, in accordance with instructions outlined in considerable detail. Duties also involve the independent operation of a school bus on a regular basis. Work is performed under general supervision with some leeway 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 repair flats;

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

Helps in the adjusting of connecting rods and bearings;

Assists in the repairing and overhauling 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 station wagon or other similar vehicle;

May be required to perform minor cleaning tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: 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; ability to understand and follow simple oral and written directions; and mechanical aptitude.

AUTOMOTIVE MECHANIC HELPER – BUS DRIVER**Page 2**

MINIMUM QUALIFICATIONS: Possession of an appropriate New York State Drivers License at the time of appointment and either:

- (A) Six (6) months experience as an apprentice to a journeyman automotive mechanic; or
- (B) Successful completion of a course specializing in automotive mechanics.

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Revised: July 21, 2004
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

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