

AUTOMOTIVE MECHANIC HELPER/MAINTENANCE WORKER (SCHOOL DISTRICT)

DISTINGUISHING FEATURES OF THE CLASS: Independent operation of a school bus on a regular basis. Assists skilled craftsmen in the performance of a variety of building or equipment maintenance tasks. 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 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;

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

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

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Hangs pictures, assembles furniture, and puts up shelving;

Makes minor repairs to the 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:

(A) Six (6) months experience as an apprentice to a journeyman automotive mechanic; or

(B) Successful completion of a course specializing in automotive mechanics.

SPECIAL REQUIREMENT: Possession of an appropriate New York State Driver's License at the time of appointment.