

**AUTOMOTIVE MECHANIC HELPER**

DISTINGUISHING FEATURES OF THE CLASS: This is routine automotive repair and maintenance work performed within well defined limits in accordance with instruction outlined in considerable detail. Depending upon the length of service an employee in this class may be required to perform simple repairs independently.

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 the grinding of valves and the fitting of bearings, pistons and rods;

Helps in the adjusting of connecting rods and bearings;

Assists in the repairing and overhauling of brake systems, differentials, transmissions, and front and rear axels;

Helps adjust steering mechanism and align wheels;

May perform unskilled building maintenance duties on occasion.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

CHARACTERISTICS: Working knowledge of standard automotive repair methods and of the terminology and tools of the trade; ability to make simple arithmetic calculations; mechanical aptitude; ability to lift heavy weights; and ability to understand simple written and oral directions.

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MINIMUM QUALIFICATIONS: None is required.

PREFERRED QUALIFICATIONS: 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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Last Reviewed: January 1, 1979  
Jurisdictional Class: Labor  
Public Hearing: Yes  
NYS Civil Service Commission Approval: Yes

Revised and Replaced in Classplan: 12/22/2022