

AUTOMOTIVE MECHANIC/ DRIVER (SCHOOL DISTRICT)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the efficient and skillful performance of a variety of duties in connection with the maintenance, repair and operation of a transportation system of a school district. General instructions are received regarding work assignments with leeway for performing the work assignments.

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.*

Performs skilled mechanical repairs on a variety of vehicles, including school buses, vans, trucks, tractors, and other equipment utilized in the transportation operation of a school district;

Repairs, overhauls and tunes small engines;

Performs tune-ups on a variety of vehicles;

May mount and dismount snow plows and auxiliary equipment;

Performs inspections of vehicles transporting students;

Operates school buses, vans, trucks, or other motor equipment as needed;

Checks the operating condition of the vehicle before starting on a trip;

Orders supplies and maintains records of maintenance, repairs and equipment inventory;

Prepares and maintains records of mileage, route maps and fuel consumption as required for State Aide;

May pick up mail and/or supplies and make bank deposits, as needed;

May load and unload freight and dispense supplies to departments within the school district.

AUTOMOTIVE MECHANIC/DRIVER (SCHOOL DISTRICT)

Page 2

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

TERISTICS: Good knowledge of standard automotive and equipment repair methods and of the terminology and tools of the trade; good knowledge of driving safety practices and traffic laws and regulations; demonstrated ability to make difficult repairs to automotive and other mechanical equipment; ability to operate various motor vehicles under difficult driving and road conditions; ability to understand and execute oral and written instructions; mechanical aptitude; good motor and hand and eye coordination; and dependability.

MINIMUM QUALIFICATIONS: Three (3) years of experience in performing maintenance and repair of buses or other equipment used in the transportation of passengers. Candidates must provide adequate information about their experience to demonstrate their knowledge and ability to perform standard automotive maintenance and repair tasks.

Special Requirement for Appointment: *Possession of an appropriate New York State Driver's License at the time of appointment. In addition, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.*

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Originated:10/26/04

Jurisdictional Class:Non-Competitive

Public Hearing:Pending

NYS Civil Service Commission Approval:Pending

Removed from draft and placed in classplan book – 10/28/04
Revised and Replaced in Classplan: 12/22/2022