



**AUTOMOTIVE MECHANIC**  
**Public Works – Auto Center**  
**Salary: \$47,881.00**

This is skilled work involving responsibility for the efficient and safe performance of a variety of automotive repair and machinist tasks requiring a good knowledge of the trade. General instructions are received regarding what tasks to perform, permitting some leeway for planning the details of each assignment. Supervision may be exercised over work of helpers or laborers. When assigned to a highway department, repairs may largely consist of work on heavy equipment.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Performs skilled repairs on gasoline and diesel motor equipment including automobiles, trucks and construction equipment; runs computerized diagnostic tests on vehicles and compares results with specifications for vehicle make to determine servicing and repair needs; performs and directs routine preventive maintenance servicing and inspections; grinds valves and fits new bearings, pistons and rings; assembles and times engines; performs field repairs on equipment and operates same; repairs or overhauls brake systems, differentials, transmissions, front and rear axles and clutches; adjusts steering mechanisms and aligns wheels; occasionally operates machine shop equipment, including grinders, drill presses and other metal working machines to make and repair parts for automotive equipment; makes estimates and prepares requisitions for materials; inspects, repairs and replaces automotive electrical system components; participates in snow and ice control activities; may perform body repair and body painting tasks; may supervise the repair and maintenance work of the second shift; may drive heavy equipment or operate a school bus.

**MINIMUM QUALIFICATIONS:**

Two (2) years of full-time work experience in the repair and maintenance of automotive vehicles and/or construction or heavy equipment.

**NOTE:** Courses in automotive mechanics and repair may be substituted for a maximum of one (1) year of experience. Thirty (30) credit hours are equivalent to one (1) year of experience.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Driver License at time of appointment to maintain position.
2. In certain jurisdictions a New York State Commercial Driver License with appropriate endorsements may be required by the appointing authority to allow the transportation and road testing of vehicles and equipment.

**SPECIAL REQUIREMENTS FOR THE COUNTY OF DUTCHESS:**

1. Possession of a valid New York State Driver License with a Tow Truck Endorsement, by completion of probation and to maintain position.
2. Possession of a valid New York State Motor Vehicle Inspector Certification, Class 1, by completion of probation to maintain position.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before April 20, 2018 to:

Dutchess County Department of Human Resources  
22 Market Street, Poughkeepsie, NY 12601  
Phone: 845-486-2169  
Website: [www.dutchessny.gov](http://www.dutchessny.gov)

An EEO/AA Employer

Posted: 11/3/11

TR3302

ADOPTED: 06/15/81

REVISED: 09/16/88      04/17/00      05/24/06      01/01/13      01/14/16      12/21/17