



Albany Parking Authority

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PLEASE POST CONSPICUOUSLY

June 27, 2019

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening – Automotive Mechanic- Maintenance Worker

The Albany Parking Authority has one (1) vacancy for Automotive Mechanic- Maintenance Worker at a salary of \$38,000 annually @ 40 Hours/week. The schedule for the position will be the following:

Monday to Friday 8:00 AM to 4:00 PM

Applicants must meet the requirements as outlined in the attached job description.

Anyone who is interested in applying for the position will need to visit the City of Albany Civil Service Employment Portal to apply online. <http://jobs.albanyny.gov>.

Section 62-1 of Chapter 62 of the Code of the City of Albany (Residency Requirement) is not a requirement for the position.

**PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
FRIDAY JULY 12, 2019**

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Fed ID 14-1675196

AUTOMOTIVE MECHANIC-MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs skilled repair and maintenance work on a variety of automotive equipment and machinery and for performing a variety of mechanical and building/parking garage maintenance, repair cleaning and construction related tasks. General instructions from supervisors are received regarding tasks to be performed but incumbents are permitted wide latitude and independent judgment in performing the details of the work. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs general mechanical repair and maintenance work on automobiles and other automotive equipment and machinery;
- Repairs, replaces, disassembles, overhauls, adjusts or rebuilds gasoline motors, radiators, transmissions, differentials, carburetors, shock absorbers, clutches, brakes, front and rear axle assemblies, drive shafts, cylinder sleeves and pistons;
- Repairs or replaces ignition and electrical systems, hydraulic systems, and steering mechanisms;
- Repairs or replaces fuel pumps, generators, alternators and starters;
- Tunes engines and sets timing;
- Aligns wheels, changes tires, and repairs flats;
- Performs preventive maintenance work by checking a variety of automotive equipment and machinery for worn, damaged or defective parts by visual inspection, road tests or by using testing devices and recommends and performs needed repairs;
- Makes welding repairs to automotive equipment and machinery;
- Mounts snowplows, sanders and auxiliary equipment and connects hydraulic systems to vehicles;
- Performs minor body and fender work;
- Maintains simple records pertaining to work performed and parts and equipment used;
- Maintains shop tools and equipment;
- Performs snow and ice removal from facilities;
- Performs minor electrical and plumbing repairs and installations;
- Uses common hand or power-operated machines and tools;
- Performs a variety of ground maintenance and custodial tasks;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of standard automotive repair methods, practices, tools, terminology and safety precautions;
- Good knowledge of the principles of internal combustion engine operation;
- Good knowledge of automotive electrical systems;
- Working knowledge of personal computers;
- Demonstrated ability to make repairs on a variety of automotive equipment;
- Ability to locate and adjust motor equipment defects;
- Ability to diagnose engine trouble and test repair equipment;
- Ability to work from plans, specifications and rough sketches;
- Ability to follow oral and written directions;
- Ability to supervise the work of others;
- Ability to lift a minimum of fifty (50) pounds;
- Skill in the use of standard automotive trade tools;
- Good motor, hand and eye coordination;
- Manual dexterity;
- Mechanical aptitude;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. One (1) year of satisfactory fulltime paid experience as a skilled Automotive Mechanic or repair worker in a garage or automotive repair shop; **OR**
- B. Two (2) years of satisfactory fulltime paid experience as an Automotive Mechanic Helper.

SPECIAL NOTE: A valid NYS driver's license is required at the time of appointment and for the duration of employment.