



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
March 4, 2020

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Automotive Mechanic
Department of General Services
Capital Hills

The Department of General Services – Capital Hills has one (1) vacancy for the position of **Automotive Mechanic** at a rate of **\$20.12/hour @ 40 hours/week**. The schedule for this position is as follows:

Monday - Friday: 7:00 a.m. to 3:00 p.m.

Applicants must meet the requirements as outlined in the attached job description. This is a non-competitive class Civil Service position.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov**.

***** APPLICANTS WHO ARE CURRENT MEMBERS OF THE ALBANY BLUE COLLAR WORKERS UNION LOCAL 1961 AND AFSCME NY COUNCIL 66 WILL BE GIVEN FIRST PREFERENCE.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

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An Equal Opportunity/Affirmative Action Employer

AUTOMOTIVE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs skilled repair and maintenance work on a variety of automotive equipment and machinery. This is skilled work involving responsibility for the efficient performance of mechanical repair and maintenance work of ordinary difficulty on a variety of automotive equipment and machinery. 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 may be exercised over the work of Automotive Mechanic Helpers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs general mechanical repair and maintenance work on automobiles, light and heavy trucks, tractors, bulldozers, backhoes, cement mixers, motorcycles, sweepers, graders, pumps, hydraulic systems 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;
- 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; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL NOTE: A valid NYS Commercial Driver's License (CDL) is required at the time of appointment and for the duration of employment. Incumbent must be eligible for a motor vehicle inspector's license six months from appointment.

Rev: 1955
 5/20/81
 1/25/95
 6/26/02
 7/16/03
 1/6/16