



Kathy M. Sheehan
Mayor

Office of Human Resources
Peachie L. Jones, Esq.

Albany City Hall
24 Eagle Street, Rm 301
(p) 518-434-5049
(f) 518-434-5269

Notice of Job Opening

Position: Automotive Mechanic

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE that this position's civil service jurisdictional classification is Non-competitive.

Department: Department of Water & Water Supply

Number of Vacancies to be filled: 1

Rate of Pay: \$20.12/hour @ 40 hours/week

Schedule: Monday – Friday: 7:00 am to 3:00 pm

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: YES

Applicants who are current members of the Albany Blue Collar Workers Union Local 1961/AFSCME NY Council 66 will be given preference over external candidates, unless the position is considered entry-level.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Wednesday, March 10, 2021.

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