

AUTO MECHANIC SENIOR GRADE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs skilled repair and maintenance work on all Fire Department vehicles. The work is performed in accordance with established procedures but considerable leeway is allowed for the use of independent judgment in determining the priority of repairs and services to be accomplished. General supervision is received from the Fire Department Chief; direct supervision is exercised over the Auto Mechanic Junior Grade.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees the work of repair, overhaul and service of Fire Department rolling stock;
- Participates in all decisions concerning department rolling stock, i.e., five year Capital Plan, new apparatus specifications, rehab specifications, equipment to be used on vehicles, etc.;
- Diagnose the cause of equipment malfunctioning and prescribes remedial action;
- Performs skilled work in the repair and adjustment of equipment;
- Supervises the preventive maintenance work performed on automotive equipment and machinery by visual inspection, road tests or by using testing devices;
- Maintains proper records and reports of work performed;
- Oversees the cleaning and repair of the work area;
- Overall supervision of a garage or work area;
- May be responsible for the orientation and training of new personnel;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of Fire Department apparatus, pumpers, tractor drawn aerials, single, double axle aerial devices, special operation trucks, cars, etc.;
- Ability to understand apparatus fire pumps, hydraulic aerial apparatus devices, gas and diesel engines, truck and car electrical systems;
- Ability to understand apparatus blueprints;
- Ability to research and work with vendors;
- Ability to coordinate and maintain apparatus repair records;
- Ability to work with insurance companies and the Comptroller's Office regarding accident records and claims;
- Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- (A) Two years of satisfactory full-time paid experience as a skilled automotive mechanic or automotive service manager in a garage or automotive repair shop; **OR**
- (B) Four years of satisfactory full-time paid experience as a automotive mechanic helper; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- The incumbent will be required to be on call for emergency repairs, multiple alarms of fire, major EMS incidents, major HAZMAT incidents, to ensure that the department's fleet of emergency equipment is in a constant state of readiness.
- Must have a commercial driver's license, Class B, at the time of appointment.

Approved by New York State Civil Service Commission 6/30/03