

## **AUTOMOTIVE MECHANIC HELPER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class assists in the repair and maintenance of a variety of automotive equipment. This is semi-skilled work involving responsibility for assisting an automotive mechanic perform automotive equipment repair and maintenance. Work is performed under the direct supervision of an automotive mechanic who explains assignments in detail, works with the incumbent and inspects the work both in progress and upon completion. Duties of a less complex and routine nature may be performed independently. Supervision of others is not a responsibility of this class.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists an automotive mechanic in the general repair and maintenance of automobiles, light and heavy trucks, tractors, bulldozers, backhoes, cement mixers, motorcycles, sweepers, graders, pumps, hydraulic systems and other automotive equipment and machinery;
- Assists and may perform under supervision the repair, replacement, disassemblage, overhaul, adjustment or rebuilding of gasoline motors, radiators, transmissions, differentials, carburetors, shock absorbers, clutches, brakes, front and rear axel assemblies, drive shafts, cylinder sleeves and pistons;
- Assists in the repair or replacement of ignition and electrical systems, hydraulic systems and steering mechanisms;
- Assists and may perform repair and replacement of fuel pumps, generators, alternators and starters;
- Tunes engines and sets timing under supervision;
- Assists in the performance of preventative maintenance checks on automotive equipment;
- Changes oil and lubricates automotive equipment;
- Changes tires, repairs flats and assists in wheel alignments;
- Washes disassembled parts in solvents to remove dirt and grease;
- Lays out tools and parts for an automotive mechanic and makes sure shop is clean and neat;
- Picks up parts, tools and automotive supplies;
- Assists in the attachment of plows, sanders and auxiliary equipment;
- Assists mechanic in minor body, fender and welding work;
- Performs related work as required.

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

- Working knowledge of standard automotive repair methods, practices, tools, terminology and safety precautions;

- Working knowledge of the principles of internal combustion engine operation;
- Ability to learn to make repairs on a variety of automotive equipment and to learn to locate and adjust motor equipment defects;
- Ability to diagnose engine trouble and to test repaired equipment;
- Ability to follow oral and written instructions;
- Ability to work with others;
- Ability to lift a minimum of fifty (50) pounds;
- Willingness to perform manual and mechanical work;
- Good motor, hand and eye coordination;
- Manual dexterity;
- Mechanical aptitude;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One (1) year of satisfactory full-time paid experience as an automotive mechanic helper in a garage or automotive repair shop.

**SPECIAL REQUIREMENT:**

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g., a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

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