

JOB DESCRIPTION

5.1 AUTOMOTIVE MECHANIC CREW CHIEF

Rev. 09/16 Town & Village Non-Comp. MC/ceb

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in the maintenance and repair of motor equipment. The incumbent under the supervision of the Supervisor of Transportation or other higher ranking employee who receives reports and makes inspections. Exercises supervision over a small number of employees engaged in the maintenance of motor equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: Supervises and participates in the repairs and adjustments to motor equipment such as buses, trucks and tractors; Supervises and participates in rebuilding and performing major repairs including engine overhauling, relining of brakes, grinding valves, adjusting and installing connecting rod and bearings, installing accessories, body building and painting, adjusting carburetor settings, installing shock absorbers and other major adjustments and installations; Operates various power and hand equipment and testing devices including drills, lathers, polishers, sanders, welding equipment, and battery chargers for repairing and testing automotive equipment; Supervises the general maintenance and servicing of motor equipment including gassing, lubricating, changing tires, checking oil, battery and tire pressure, and cleaning and polishing equipment; Maintains records on automotive equipment and supplies; Instructs workers in mechanical maintenance and repairs, inspects work, test drives equipment for conformance with mechanical standards; Supervises the maintenance of garage in clean and safe condition, and drives vehicles when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the maintenance, servicing and repair of heavy and light automotive equipment; thorough knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; ability to repair and overhaul motor equipment; such as buses, trucks and tractors; thorough knowledge of the accident and safety precautions of the trade; ability to supervise the work of others; ability to diagnose mechanical difficulties readily; ability to get along with others; physical strength and agility; capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS: ^{High School Grad} ~~Elementary~~ education and five years experience as a journeyman automotive mechanic.

SPECIAL REQUIREMENT: Depending on local necessity, some Towns and Villages may require possession of a valid New York State Motor Vehicle Inspectors License within six (6) months of appointment.