

## **AUTOMOTIVE MECHANIC HELPER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is the beginning level of automotive repair and maintenance work. The work involves responsibility for assisting an Automotive Mechanic in servicing, maintaining and repairing automotive equipment. The work is performed under direct supervision of an Automotive Mechanic in accordance with established policies and procedures. More independence and responsible work is given to the incumbent as his/her skill level increase. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Services automobiles, trucks, bulldozers, graders, rollers, backhoes and other public work equipment with proper lubricants and replenishes gasoline, oil and water as needed;  
Inspects and services batteries;  
Checks and lubricates transmissions, differentials, and rear axle housings;  
Repairs flat tires and mounts tires on wheel rims and inflates tires to recommended pressure;  
Inspects and replaces light bulbs and electrical switches;  
Assists Automotive Mechanics with more complex automotive repair and maintenance activities;  
Operates trucks and automobiles on occasion.

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

Working knowledge of the tools and equipment used in motor vehicle and public works equipment;  
Working knowledge of automotive lubricating methods;  
Skill in the use and care of automotive and public works equipment servicing tools;  
Ability to determine by inspection of automotive equipment the need for grease, oil, water and gasoline;  
Ability to assist in making minor mechanical repairs;  
Ability to understand and follow simple oral and written instructions;  
Ability to work well with others;  
Ability to lift heavy objects using hoists and levers;  
Ability to perform activities involving considerable strenuous effort;  
Willingness to respond to emergencies and work overtime;  
Willingness to work outside in adverse weather conditions;  
Dexterity;  
Ability to adhere to safety precautions when using potentially harmful equipment, tools and machines;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENTS:** Possession of an appropriate New York State Operator' license.