

Posted: January 18, 2022
Dept: Central Garage
Grade 15, Step 1
Salary: \$73,471.00
Respond to: Town of Yorktown Human Resources Dept
By January 24, 2022

LEAD MAINTENANCE MECHANIC (AUTOMOTIVE)*

GENERAL STATEMENT OF DUTIES:

Oversees the repair, maintenance and mechanical operation of automotive equipment and related equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, the employee of this class is responsible for the maintenance and repair of all automotive and related equipment. This position is responsible for carrying out a preventative maintenance program and for giving technical advice for the purchase of new equipment. Incumbent plans and oversees the work of a small number of Automotive Mechanics or other personnel assigned to this work.

EXAMPLES OF WORK: (Illustrative Only)

Assigns and oversees the work of subordinate personnel;
Assists in the actual performance of vehicle maintenance and repair, including major overhauls to transmissions, engines, differentials, front ends, brake adjustments and relining, electric and gas welding, accident repairs and painting;
Inspects all automotive equipment to determine whether repair or replacement of parts is proper;
Inspects all automotive equipment periodically to determine maintenance and replacement needs;
Instructs drivers on use and care of equipment;
Maintains simple records concerning preventative maintenance and repairs or replacements to the automotive equipment;
Maintains and submits simple reports concerning mileage, fuel consumption, and other data;
Maintains simple inventory of parts, tools and equipment, either manually or using a computerized inventory system;
Repairs and/or assists in the repairs of snow plows, road rollers and various miscellaneous mowers, pumps, etc.;
Operates valve-grinder, drill press, lathe, welding and burning equipment, and other associated tools;
Makes daily reports on activities, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the repair and maintenance of motor equipment of all types; good knowledge of diesel and gasoline engines, centrifugal and diaphragm types of pumps, two cycle and four cycle engines; good general knowledge of the cost of repairs; skill in diagnosing mechanical troubles on automotive equipment; skills in operating front-end repair equipment and shop-testing equipment for ignition, carburetors; ability to read and understand technical drawings, shop prints, mechanical curve charts; ability to evaluate mechanical work of private garages; good interpersonal skills; initiative; physical condition commensurate with duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either: (a) graduation from high school or trade school or possession of a high school equivalency diploma and four (4) years experience performing or supervising automotive repair and maintenance work, two of which must have included work on trucks or other heavy equipment; or (b) graduation from a two year post-high or trade school course in automotive repairwork and two (2) years of the specialized experience as stated above; or (c) eight (8) years of experience performing or supervising automotive repair and maintenance work, including the two (2) years of specialized experience indicated above; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS:

Possession of a valid license (appropriate to the equipment to be operated) to operate a motor vehicle in New York state at time of appointment.

Send, fax or e:mail resume, to Town of Yorktown, Attn:Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX(914) 962-0326 or e:mail mqspurning@yorktownny.org. Equal Opportunity Employer.

Towns, Villages,
Cities of Rye and Peekskill

J. C.: Non-competitive
1a

Job Class Code: 0480

* Formerly known as "Automotive Mechanic Foreman"