

Jurisdictional Class: Competitive  
Adopted: May 27, 1969  
Revised: May 19, 2010

## **HEAD AUTOMOTIVE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves supervising and performing skilled automotive repair and maintenance tasks. The position may require involvement with the total operation of the transportation function of a school district such as assisting a superior in route planning, budget preparation, and supervision of bus drivers. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision may be exercised over subordinate automotive mechanics and a number of bus drivers. The incumbent does related work as required.

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

Maintains preventive maintenance on school buses;  
Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, and buses;  
Repairs or replaces motors, pumps, fuel pumps, generators, carburetors, and shock absorbers;  
Repairs ignitions systems, transmissions, brake systems, clutches, and front and rear axles;  
Adjusts connecting rods, bearings, steering mechanisms, and aligns wheels;  
Makes minor welding repairs to automotive equipment;  
Tunes engine and sets the timing;  
Maintains trip records and prepares transportation reports including accident reports;  
Assists in establishing routes to be followed by the bus drivers;  
Calls and assigns substitute drivers;  
Assigns drivers to special field trips;  
Maintains time records for payroll purposes;  
Assists in preparing transportation budget estimates and recommendations;  
May operate a school bus on an assigned route (school districts).

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

Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade;  
Demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment;  
Good knowledge of the operation of buses;  
Familiarity with welding techniques;  
Good knowledge of the geography of the district;  
Good knowledge of safety procedures, traffic laws and regulations;  
Ability to plan and supervise the work of others;  
Manual dexterity.

**MINIMUM QUALIFICATIONS:** Four (4) years of training and/or experience in the skilled repair of automotive equipment.

**NOTE:** If the position involves the operation of a school bus, then the following special requirement applies:

Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license is required at time of appointment. Drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education.