

NASSAU COUNTY Title: AUTOMOTIVE MECHANIC **Code:** 830020 5LA

GENERAL STATEMENT OF DUTIES

Performs skilled work in the repair and maintenance of automotive equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires mechanical skill and the use of judgment, and the work is reviewed for quality, accuracy, and completeness.

TYPICAL DUTIES

- * 1. Performs skilled repair work on gasoline or diesel powered automobiles, trucks, sweepers, heavy equipment, and other automotive equipment.
- * 2. Repairs, overhauls, or replaces transmissions, valves, clutches, brakes, generators, ignition systems, and other automotive parts and equipment.
- 3. Performs limited body and painting work.
- * 4. Performs periodic inspections and tunes up equipment to ensure proper functioning.
- * 5. Performs emergency road service.
- 6. Maintains records and prepares reports on work accomplished.
- 7. Uses acetylene and arc-welding equipment, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

- 1. Considerable knowledge of the methods, practices, and equipment used in automotive repair and maintenance.
- 2. Knowledge of principles of operation and maintenance of gasoline and diesel internal combustion engines.
- 3. Skill in the care and use of tools and equipment employed in repairing and adjusting automotive equipment.
- 4. Ability to locate, diagnose, and repair defects and malfunctions in automotive equipment.
- 5. Ability to make minor welds and to use acetylene cutting tools.
- 6. Ability to maintain simple records and to follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

- 1. Graduation from high school and Four years of satisfactory experience in the repair and maintenance of automobiles, trucks, or other automotive equipment;
- OR
- 2. Completion of eighth grade education and Six years of experience as outlined above.

Necessary Special Requirement

Continuing possession of an appropriate class, valid Driver's License issued by the State of New York.

Send resume plus cover letter summarizing qualifications and salary requirements to:

Bob Weitzner, Commissioner of Finance and Human Resources
Town of North Hempstead
220 Plandome Road
Manhasset, New York 11030.
E-mail careers@northhempsteadny.gov