

**DEPARTMENT:** NIAGARA COUNTY PUBLIC WORKS - HIGHWAY  
**CLASSIFICATION:** NON-COMPETITIVE PENDING NYSCSC APPROVAL  
**APPROVED:** APRIL 15, 2024

**LEAD AUTOMOTIVE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for the efficient repair of a wide variety of automotive equipment. The incumbent participates in the repair and maintenance of equipment maintained by the Fleet Division, such as heavy-duty trucks, snow and ice equipment, power equipment, road milling machines, excavators, loaders, pavers, rollers, material spreaders, roadside mowers, pick-up trucks, passenger cars, internal combustion engines, small tools, etc. As the lead worker, the incumbent provides technical direction and guidance to properly diagnose, repair, and maintain vehicles and equipment in a safe and efficient manner. General supervision is received from the Fleet Mechanic Supervisor regarding tasks to be performed permitting the incumbent wide leeway in planning the details of each assignment. The incumbent leads the work of other Automotive Mechanics and provides technical direction and guidance on effective automotive repairs and use of diagnostic equipment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Leads automotive mechanics; provides technical direction, guidance, and instruction; and assists with pre-repair inspection and diagnosis of all vehicles and equipment maintained by the Fleet Division;
2. Inspects completed work and verifies repairs are done properly;
3. Prepares work orders for needed repairs;
4. Prepares supply orders for maintenance and repair of vehicles and equipment and submits for approval by the Fleet Mechanic Supervisor;
5. Issues PPE and maintains PPE inventory;
6. Ensures that safety procedures, devices, and standards for all shop operations are utilized by Automotive Mechanics;

**Incumbents lead and participate in all of the following typical work activities of an Automotive Mechanic:**

1. Performs skilled operations in making general repairs to heavy-duty trucks, pick-up trucks, passenger automobiles and power equipment such as snow and ice equipment, heavy equipment, pavers, material spreaders, road milling machines, loaders, rollers, roadside mowers, excavators, etc. (this list is not exhaustive);
2. Repairs and overhauls brake systems, clutches, differentials, transmissions, and front and rear axles;
3. May make and install improvements on vehicles and equipment;
4. Performs welding and cutting to make repairs on equipment and parts;
5. Requisitions (requests, orders, and/or calls for) parts and materials;
6. Performs electrical repairs and re-wiring work;
7. Performs hydraulic repairs and makes new hydraulic hoses;
8. Operates a computerized system to maintain a maintenance log and keeps other accurate records of work performed and material used;
9. Performs NYS motor vehicle safety inspections;
10. Operates computer related automotive diagnostic equipment;
11. When assigned, services County equipment and vehicle by changing oil and greasing.

**CONTINUED**

## **LEAD AUTOMOTIVE MECHANIC CONTINUED**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of standard automotive and heavy equipment repair methods and of the terminology and tools of the trade; good knowledge of safety procedures and protocols; working knowledge of the vehicles and equipment maintained by the Fleet Division; working knowledge of hydraulic principals; working knowledge of the machinist trade; working knowledge and proper use of diagnostic equipment; ability to read and interpret diagnostic information and procedures, technical maintenance information, wiring diagrams and procedures, written and computer based; computer skills; ability to properly and safely secure loads and to perform safety checks of vehicles prior to operation; ability to make difficult repairs to heavy equipment, automotive and other power equipment in a safe manner; ability to diagnose and troubleshoot for required repairs; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to effectively provide instruction with tact and lead and lay-out the work of others and self; good motor and hand-eye coordination; manual dexterity; ability to get along well with others; initiative; conscientiousness; dependability; physical condition commensurate with the demands of the position.

**PROMOTIONAL QUALIFICATIONS:** Two (2) years of permanent, non-competitive status as an Automotive Mechanic within the Niagara County Department of Public Works.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited or New York State registered college, university, or technical school with an Associate's Degree or certification in automotive repair technology, automotive technology, or related field **and** two (2) years of satisfactory full-time paid experience as an automotive mechanic in a full-service State approved automotive repair shop. Experience must have involved the maintenance and repair of hydraulic systems, diagnostic systems, brakes, and diesel and gasoline engines; **OR**
2. Four (4) years of satisfactory full-time paid experience as defined in #1 above; **OR**
3. Five (5) years of satisfactory full-time paid experience doing automotive repair work under the direct supervision of an automotive mechanic in a full-service State approved automotive repair shop. Experience must have involved the maintenance and repair of hydraulic systems, diagnostic systems, brakes, and diesel and gasoline engines.

### **NOTE:**

1. One (1) year of specialized automotive training in a recognized school equals one (1) year of above required experience;
2. It is the responsibility of the appointing authority to ensure that employees only operate vehicles in accordance with their current driver's license.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at time of appointment and until a CDL-B license is obtained.
2. Possession of a valid New York State CDL-B over 26,000# G.V.W.R. within one (1) year of appointment and then for the duration of employment.
3. Possession of a New York State Inspection License with #1 and #2 classifications within six (6) months of appointment and then for the duration of employment..