

**PLEASE POST**

**REPOSTING #2022-57**

JOB OPENING

**TITLE:** **AUTOMOTIVE MECHANIC  
(Non-Competitive/Permanent)**

**DEPARTMENT:** Central Garage

**SALARY:** Pursuant to the TCEA Bargaining Agreement

**SHIFT:** Monday through Friday; 7:30 am – 3:30 pm

**DATE:** January 6, 2023

GENERAL STATEMENT OF DUTIES

The work involves performing a wide variety of skilled maintenance and repair tasks on all types of automotive equipment. Work assignments are initiated by oral instructions or written work orders. The more complex assignments require diagnosis of mechanical difficulties by the incumbent. Work is performed under the general supervision of a higher-ranking employee. Supervision may be exercised over a small number of assistants. Does related work as required.

TYPICAL WORK ACTIVITIES

Diagnoses and troubleshoots mechanical, electrical or electronic malfunctions of motorized equipment;  
Removes and repairs gasoline or diesel internal combustion engines, including the fitting of crank shafts, pistons, pins and bearings;  
Removes and adjusts carburetors, distributors, etc.  
Removes and overhauls transmissions and differentials;  
Maintains and repairs fuel, cooling and exhaust systems;  
Inspects, maintains and repairs electrical systems, electronic components, chassis units and accessories;  
Preinspects vehicles for New York State motor vehicle inspections;  
Operates valve-grinder, drill press, lathe, welding and burning equipment, and other related tools;  
Refers to and uses repair manuals and related literature to accomplish needed repair work;  
Repairs or assists in the repair of snow plows, road rollers, mowers, pumps, or any sewerage operational equipment;  
Assists with emergency snow removal;  
Operates motorized equipment;  
Complies with various Occupational Safety and Health Administration (OSHA) laws and regulations, including reading and understanding Material Safety Data Sheets (MSDS) relating to hazardous materials and other substances;  
Performs manual laboring tasks connected with highway construction and maintenance, or sewage operation and maintenance;  
Maintains related automotive records and prepares simple reports.

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

Thorough knowledge of the tools, techniques and terminology associated with the automotive mechanics trade;

Good knowledge of accident and safety precautions of the trade;

Ability to perform difficult repairs of all types on automotive equipment;

Ability to diagnose mechanical difficulties readily;

Ability to work from oral and written instructions, and without instruction from own diagnosis;

Ability to learn and update skills on new advances in the trade;

Ability to read, write and understand the English language;

Ability to supervise and instruct helpers in simple repair or maintenance work;

Ability to get along well with others;

Physically capable of performing the essential functions of the position with or without reasonable accommodation.

### MINIMUM QUALIFICATIONS

- a. Elementary education supplemented by completion of an approved one (1) year training course in automotive repair and two (2) years of experience in the repair of automotive equipment; **OR**
- b. Elementary education and three (3) years of experience in the repair of automotive equipment.

### SPECIAL REQUIREMENTS

1. Ability to read, write and understand the English language.
2. Possession of a valid Commercial Drivers License (CDL) as appropriate for class of vehicle operated.
3. Possession of a valid New York State Motor Vehicle Inspectors License within six (6) months of appointment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Gregory Magnuszewski) AND THE CENTRAL GARAGE GENERAL CREW CHIEF (Kevin Gozdzia).**