

## **MECHANIC WORKING SUPERVISOR**

**JOB CODE:** 7410  
**LOCATION:** Tioga County Public Works; School Districts  
**CLASSIFICATION:** Non-competitive  
**SALARY:** CSEA – Grade 1; Schools, to be determined  
**ADOPTED:** Revised 12/98; 8/01; 5/15 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for ethical and economic use of materials and equipment in the maintenance and repair of various types of automotive and/or road construction equipment. Employees in this class primarily perform the more difficult repairs, which require a higher degree of skill. Work is performed under general direction from department designee with wide leeway allowed for assigning tasks and making decisions. General supervision is exercised over the work of automotive mechanics, helpers and stock clerks. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Supervises and participates in maintenance and repair of all relevant departmental equipment;
- Maintains records of parts and supplies used and prepares requisitions;
- Instructs in the operation of complex motor equipment;
- Directs purchase of replacement parts for related equipment;
- Makes recommendations to supervisor on whether to repair, replace or discontinue use of equipment;
- Supervises and participates in the welding projects;
- Assists in preparation of the budget;
- May perform major mechanical overhauls;
- Schedules maintenance work to insure proper servicing of vehicles;
- Performs general maintenance of garage facilities.

**FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of standard automotive repair methods and of the terminology, tools and safety precautions of the trade; skill in performing automotive maintenance and repair tasks; ability to layout and supervise the work of others; ability to operate acetylene cutting and welding equipment; ability to work from plans and rough sketches; ability to understand written and oral instruction; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION (Either):**

- a) Graduation from a New York State registered or regionally accredited technical school or community college with an associate's degree or certificate in automotive technology or mechanic and one (1) year full-time paid experience or its part-time equivalent in an automotive repair shop performing repair and maintenance of automotive equipment under the supervision or direction of a journey-level automotive mechanic; **OR**
- b) Graduation from high school or vocational program in automotive mechanics and two(2) years of full-time paid experience or its part-time equivalent as defined in (a) above; **OR**
- c) Three years of full-time paid experience or its part-time equivalent as defined in (a) above.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State driver's license at time of appointment.