

AUTOMOTIVE SERVICE WORKER

General Statement of Duties and Responsibilities

Under varying levels of supervision and degrees of difficulty, assists in, performs, and supervises automotive maintenance services, inspection, and repair work. Operates motor vehicles. There are two assignment levels within this class of positions. All personnel perform related and lower level work. The following are typical assignments within this class of positions.

Assignment Level I

Under direct supervision, performs automotive maintenance services and assists in performing automotive repairs.

Examples of Typical Tasks

Performs automotive maintenance services such as: preventive maintenance; inspection; battery service; light bulb and assembly replacement; checking, servicing, patching and changing tires; lubrication and oil change; etc.

Cleans, washes, and polishes vehicles; cleans interiors of vehicles.

Dispenses gasoline and oil. Checks the level, and refills automobile fluids such as coolant, oil, transmission and brake fluids, etc.

Assists in performing tune ups and repairs, in shops and on the road; and in replacement of engine parts, drive trains, transmissions, steering gear and components, ignitions, heating and cooling systems, air conditioning components, brake systems, lighting systems, sirens and back-up warning tone systems, etc.

AUTOMOTIVE SERVICE WORKER (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Operates motor vehicles to test repairs. Operates a tow truck, when required.
Transports vehicles to and from vendors, shops and precincts.

Under supervision, may dismantle vehicles.

Using a checklist, maintains a vehicle equipment inventory.

Maintains and updates vehicle service and repair records.

Assignment Level II

Under supervision, in addition to performing the work described in Assignment Level I, trains and directs Automotive Service Workers - Assignment Level I assigned to a shop, garage, or precinct and assists auto mechanics and auto electricians in testing, replacing and repairing automotive components of motor vehicles.

Examples of Typical Tasks

Supervises automotive service workers assigned to a shop, garage, or precinct;
prepares work schedules and maintains daily logs and reports.

Keeps production records and an inventory of supplies and materials used.

Trains newly assigned automotive service workers in the performance of automotive maintenance services.

AUTOMOTIVE SERVICE WORKER (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Assists in the performance of more complex or detailed automotive maintenance tasks.

Assists Auto Mechanics and Auto Mechanics (Diesel) in the field in making minor emergency repairs and adjustments so that a motor vehicle may be returned to the garage or repair shop under its own power.

Assists Auto Mechanics and Auto Mechanics (Diesel) in: removal, repair and replacement of motor vehicle transmissions and differentials; checking suspensions; and testing, repairing and replacing motor vehicle parts.

Assists in troubleshooting and diagnosing leaks of automobile fluids, such as coolant, oil, transmission, brake fluids, etc. Assists in putting refrigerant in vehicle air-conditioning systems. Assists in diagnosing and repair of motor vehicle brake systems, and hydraulic systems.

May be assigned to remove and replace complete units, e.g., brake shoes, leaf springs, carburetors, and other related components.

Assists in the removal, repair, and replacement of auto seats, seat belts, cushions, back rests, panels, trim, etc., of passenger cars, trucks and special equipment.

Assists in testing batteries, generators, cranking motors, distributors, magnetos, alternating systems, rectifiers, and other electrical equipment found in automotive vehicles.

Mounts and dismounts tires, inspects tires and tubes of trucks and passenger cars for damage, and makes needed repairs or reports findings to Rubber Tire Repairers.

AUTOMOTIVE SERVICE WORKER (continued)

Qualification Requirements

For Assignment to Level I

1. Two years of full-time satisfactory experience, performing automotive maintenance services, such as inspection, lubrication and oil changing acquired in a garage or gasoline service station; or
2. Graduation from an approved trade high school, vocational high school or technical school with a course of study in automotive maintenance and repair; or
3. An Associate Degree from an accredited college or university with a major in automotive technology; or
4. A satisfactory combination of education and experience which is equivalent to paragraphs 1, 2, or 3 above. Six months of experience will be credited for satisfactory completion of each year of approved trade school, vocational high school, technical school, college or university education.

License Requirements

At the time of appointment, all candidates must possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

For certain positions, a New York State Class A Commercial Driver License (with Towing Endorsement) or a New York State Class B Commercial Driver License (with Air Brakes) is required. This license must be maintained for the duration of employment.

Note: Candidates may qualify with a Commercial Driver License Learner's Permit and must obtain the required license within 180 days of appointment.

AUTOMOTIVE SERVICE WORKER (continued)

Qualification Requirements (continued)

For Assignment to Level II

In addition to meeting the qualification requirements for Assignment Level I above, either:

1. One year of service as an Automotive Service Worker - Assignment Level I; or
2. One additional year of full-time automotive mechanical experience in an automotive repair shop or gasoline service station.

Direct Lines of Promotion

From: None.

To: Auto Mechanic (92510)
Auto Mechanic (Diesel)
(92511)