



Motor Equipment Mechanic

Job Specification
Classification: Non-competitive
Level: 1 of 1

DISTINGUISHING FEATURES OF THE CLASS: This is the stand-alone classification for Motor Equipment Maintenance and is responsible for repairing and maintaining City vehicles. Responsibilities include diagnosing and troubleshooting problems; performing preventative maintenance; performing all types of repair work as necessary; and performing vehicle inspections.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Performs preventative maintenance and servicing activities which, depending on assignment, may include: changing oil; changing filters; applying lubricants; checking fluid levels; inspecting brakes, checking vacuum leaks and tires; and performing other related activities.
- Processes work orders, prepares and maintain records; follows established procedures and practices for diagnosing and repairing equipment.
- Performs repair, inspections and adjustments on a variety of light and heavy equipment
- Maintains the equipment repair shop in a clean and orderly manner. Cleans and cares for work tools.
- Performs service calls; makes temporary repairs; tows vehicles.
- Assists in performing welding, cutting, and fabrication of metal materials for vehicle and/or equipment repairs and/or modifications as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, materials, and techniques used in the repair and maintenance of a variety of automotive and mechanical equipment;
- Occupational hazards and standard safety precautions necessary in the work;
- Applicable tools and equipment utilized in assigned area of responsibility;
- Applicable terminology utilized in the trade;
- Any applicable computerized systems for use in maintaining equipment.

Ability to:

- Understand and carry out oral and written instructions;
- Locate, correct and adjust defects in simple or moderately complex automotive or mechanical equipment;
- Use and care for tools and equipment used for automotive and mechanical repair work;
- Maintain an acceptable safe active driving record, together with proof on insurability;
- Operate a computer and related software applications to process work orders and track jobs;
- Prepare basic operational records and reports;
- Read and interpret manuals, specifications, and drawings;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher or certificate in motor equipment technology or mechanics; or
- (B) Associate's Degree or higher in a technical or trade oriented field and 1 year of experience in a motor equipment repair shop; or
- (C) Graduation from high school or possession of a high school equivalency diploma supplemented by a technical or vocational program in motor equipment repair shop and 3 years of experience performing repair and maintenance of motor equipment under the supervision or direction of a skilled motor equipment mechanic; or
- (D) An equivalent combination of training and experience as defined by the limits of above.

Licensing requirements: Valid NYS driver's license appropriate for the vehicles to be driven.

SPECIAL NECESSARY REQUIREMENT:

Must obtain Group 1 and 2 NYS Motor Vehicle Inspector certification within 90 days of date of employment. Must maintain this certification to continue employment.

Classification history:

Revised: 2/15/2011