

ONTEORA CENTRAL SCHOOL DISTRICT
PO Box 300
Boiceville, New York 12412

TO: All Staff
FROM: Monica LaClair, Assistant Superintendent for Business *ml*
DATE: September 26, 2019
RE: Anticipated Vacancy

A Vacancy will exist in the position listed below. See website for additional information. Anyone interested in these positions should notify Nicole Sommer, Transportation Director.

<u>VACANCY</u>	<u>ASSIGNMENT</u>	<u>START DATE</u>
1.0 FTE Auto Mechanic Helper	Transportation	ASAP

Class B CDL License with School Bus and Passenger Endorsement preferred but will train.

APPLY BY: October 15, 2019

PLEASE POST

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Auto Mechanic Helper - Full Time (1.0 FTE)
Onteora Transportation Department

The Onteora Central School District is currently seeking
a full time Auto Mechanics Helper to start as soon as possible.

See attached civil service job description. Candidates for this position shall possess a class B CDL License.
School Bus and Passenger endorsement preferred, but will train. They need to be a team player willing to
work overtime.

Please complete and submit Non-Teaching application to agates@onteora.k12.ny.us
Application can be found on line or by calling Amanda Gates at 845-657-8499
Application deadline is October 15, 2019.

Onteora Central School District is an Equal Opportunity Employer.

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing semi-skilled and unskilled maintenance and repair tasks on a variety of automotive equipment. Depending on the location of the position, the incumbent may perform work on vehicles such as, but not limited to, automobiles, trucks, heavy equipment such as bulldozers, cranes, graders and backhoes, and in a school district on a fleet of school buses. As the incumbent gains experience, assignments become more complex and the work is performed with greater independence. The class differs from that of Automotive Mechanic in that Automotive Mechanics perform journey level work and have greater independence. Depending on assignment, work is performed under the direct or general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as-well-as other related activities not described.

Assists in and performs semi-skilled operations involved in repairing and overhauling gasoline and diesel motor equipment such as automobiles, trucks, tractors, power shovels, graders, grade-alls, sweepers, bulldozers, school buses and compressors;

Assists in or performs the grinding of valves, fitting new bearings, pistons and rings;

Assists in or repairs and replaces motor pumps, fuel pumps, generators, carburetors and shock absorbers;

Assists in or assembles and times engines;

Mounts and dismounts snow plow blades and other auxiliary equipment;

Assists in or repairs and overhauls ignition systems, transmissions, brake systems, clutches, differentials and front and rear axles;

Repairs and paints truck equipment and bodies;

Installs door windows and windshields;

Adjusts steering mechanisms and aligns wheels;

Assists in or repairs and maintains auxiliary equipment on trucks, graders and rollers;

May operate a school bus on a regular schedule or on special occasions;

May weld and solder equipment;

AUTOMOTIVE MECHANIC HELPER - Continued

May operate a snow plow and engage in snow and ice control activities;

May occasionally perform unskilled building maintenance duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of trucks and other automotive equipment; working knowledge of modern automotive repair methods and of the terminology and tools of the trade; working knowledge of the operating principles of both diesel and gasoline engines; ability to make repairs to automotive and other mechanical equipment; ability to follow rough sketches and written and oral instructions; depending on the location of the position, ability to operate a school bus safely, under all driving and road conditions; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Six months of experience performing automotive maintenance and repair in an automotive repair shop, or comparable work; or
- B. Completion of apprentice training in automotive mechanics or completion of a vocational/technical course recognized by the New York State Education Department in automotive mechanics.

SPECIAL REQUIREMENTS:

Automotive Mechanic Helpers who are employed by a school district and required to operate a school bus must possess a New York State Driver's License appropriate to the operation of a school bus.

Automotive Mechanic Helpers who are employed by any municipality where the operation of a snow plow and/or the driving of equipment on a public road are required must possess a New York State Driver's License appropriate to the equipment being operated.