

## AUTOMOTIVE MECHANIC-BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of skilled work involving responsibility for the efficient and complete overhaul and repair of school buses and other automotive equipment, and drives a school bus as required. General instructions are received regarding the tasks to be performed permitting considerable leeway in planning the details of each assignment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Performs skilled operations in the diagnosis, repair, and maintenance of gasoline and diesel school buses, cars, trucks, and other automotive equipment; Replaces or repairs motors, pumps, fuel pumps, generators, carburetors, and shock absorbers; Repairs ignition systems, transmissions, brake systems, differentials, and front and rear axles; Tunes engine and sets the timing; Makes minor welding repairs to automotive and related equipment; Uses a variety of machine tools such as lathes and drill presses; Inspects buses and equipment for needed repairs, overhauling, adjustment or replacement of parts; Operates buses and other automotive equipment in connection with repair work; Adjusts steering mechanisms and aligns wheels; Adjusts connecting rods and bearings; May perform motor vehicle inspections; Operates a school bus on a regular run or on a substitute basis or on special occasions; May prepare and maintain time sheets for Bus Drivers and notify substitutes to appear for work.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good 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; Skill in the safe and efficient operation of motor equipment; Ability to operate acetylene cutting and welding equipment; Ability to work from plans and rough sketches; Ability to understand written and oral instructions; Good motor and hand and eye coordination; Dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a New York State registered or regionally accredited two year technical school or community college with an Associate's Degree or certificate in automotive technology or mechanics; OR
- B. (1) Graduation from a high school technical or vocational programs in automotive mechanics and (2) one year of experience in repair and maintenance of automotive equipment; OR
- C. Graduation from high school or possession of a high school equivalency diploma and two years of experience in repair and maintenance of automotive equipment.
- D. Four (4) years of full time verifiable experience in repair and maintenance of automotive equipment.

SPECIAL REQUIREMENTS:

1. Eligibility for an appropriate level New York State Driver's license at time of application. Possession of license at time of appointment and maintained during employment.
2. Obtain a Motor Vehicle Inspector's Certificate issued by the State Department of Motor Vehicles within 6 months after permanent appointment and maintained during employment if the duties include vehicle inspection.

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