



Yates County Office of Civil Service  
417 Liberty Street  
Penn Yan, NY 14527

## EXAM ANNOUNCEMENT

### Automotive Mechanic Supervisor #70016200

### [PROMOTIONAL]

#### YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR AUTOMOTIVE MECHANIC SUPERVISOR (EXAM #70016200)

<b>Type of Appointment:</b>	Permanent	<b>Rate of Pay:</b>	\$27.98 per hour
<b>Position Status:</b>	Full Time		
<b>Classification:</b>	Competitive		
<b>Location:</b>	Yates County Highway Department	<b>Contract:</b>	CSEA, Group E
<b>Vacancies:</b>	The resulting eligible list will be used to fill current or future vacancies which may occur.	<b>Exam Date:</b>	June 14, 2025
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	April 10, 2025	<b>Application Deadline:</b>	May 14, 2025

#### SCOPE OF EXAMINATION

##### **Maintenance and repair of motor vehicles:**

These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.

##### **Operation, maintenance, and repair of automotive, truck, and heavy highway maintenance equipment:**

These questions test for knowledge of the operating characteristics of various components of automotive and heavy motor vehicle equipment and the proper maintenance and repair procedures to use on this equipment.

##### **Tools and test equipment used in the maintenance of automotive equipment:**

These questions test for knowledge of the correct procedures to use when checking, maintaining, and repairing automotive equipment, including the proper and safe use of various tools, instruments, circuit testers, and similar types of mechanical and electrical test and repair equipment.

##### **Maintenance and repair of mechanically and electronically controlled internal combustion engines:**

These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer-controlled systems.

**Calculator:** Recommended

**Test guide:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

#### AUTOMOTIVE MECHANIC SUPERVISOR - JOB DESCRIPTION

##### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for leading and participating in the maintenance and repair of automotive and heavy equipment. The employee in this class acts as lead mechanic in the repair and maintenance of municipally owned equipment and also oversees the work of other mechanics involve with similar duties, or as an advanced-level worker performing the most complex assignments. The employee provides technical assistance in diagnosis and repair of vehicles and equipment, working closely with lower-level mechanics. The work is performed under general supervision with considerable leeway permitted for exercise of independent judgment in carrying out work assignments. Does related work as required.

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

- Performs maintenance and repair activities on various pieces of heavy equipment including but not limited to heavy-duty truck and semi-tractors, excavators, bulldozers, graders, dump bodies, snow plows, backhoes, and trailers;
- Diagnoses, services and repairs various systems that are found on pieces of heavy equipment such as mechanical and computer electronic controls, air brake systems, transmissions, computer controlled automatic and manual transmissions;
- Troubleshoots malfunctions in the equipment and repair;
- Fabricates, modifies, and installs special equipment or replacement parts using welders, torch sets, plasma cutter and metal cutting saws;
- Performs routine maintenance checks and adjustments on such things as fluid levels, hoses, belts, brakes, tires, and clutches; changes filters and oil, and lubricates vehicles and motor driven equipment;
- Tunes gas and diesel engines, services valves, fuel filters and turbo chargers, and pressure checks fuel filters, adjust injector heights, fuel racks, governors, etc.;
- Diagnoses problems, disassembles units, repairs or replaces parts, and reassembles units in brakes, cooling, drive, electrical, exhaust and emission control, heating and air conditioning, repairs or replaces heater cores, condensers, compressors, hoses, and controls, recharges air conditioning systems, hydraulic, steering and suspension system, coupling devices;
- Overhauls engines, replaces engines, and rebuilds components;
- Performs NYS Inspections on a variety of equipment;
- Assists Fleet Maintenance Supervisor with ordering and maintaining parts inventory;
- Keeps tools, equipment, and work area clean, organized, and in good working condition;
- May assist in training lower-level workers in mechanical repair techniques;
- Road tests vehicles;
- Performs a variety of duties in keeping records, and in preparing work orders;
- Provides instruction and training in the proper methods and processes necessary to perform equipment repair, inspection and preventive maintenance;
- Performs inspections on a variety of heavy equipment;
- Assists other mechanics with the more difficult assignments;
- Performs other duties as assigned.

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

Knowledge of the standard practices, materials, tools, and equipment used in the repair and maintenance of motor vehicles and engines;

Knowledge of safety issues in the use of tools, equipment, and supplies used in repair of motorized vehicles and equipment;

Knowledge of body and frame construction;

Skill in the use of a variety of hand tools;

Skill in the use of gas and electric welding equipment;

Skill in the use of mechanized tools, jacks, and hoist;

Skill in the use of a variety of diagnostic testing and tuning equipment;

Ability to diagnose mechanical, electrical and hydraulic malfunctions;

Ability to read manuals and schematics;

Ability to rebuild engines and major driveline components;

Ability to communicate with other mechanics about repair work needed;

Ability to enter repair information in fleet maintenance management software;

Ability to provide training and explain instructions and guidelines to others effectively;

Ability to organize and coordinate the work of the unit;

Ability to determine work priorities and assign work to employees;

Willingness to use and operate potentially harmful equipment, tools and machines;

Manual dexterity;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Three (3) years of experience in the maintenance and repair of automotive/heavy equipment.

***\*The Promotional offering is only open to current employees of the Yates County Highway Department who have held the title of Senior Automotive Mechanic for at least two (2) years. For all other applicants, see Exam Announcement for Open Competitive offering.***

**SPECIAL REQUIREMENT:**

Possession and maintenance of a NYS Class B driver's license AND a NYS Motor Vehicle Inspector's License or the ability to obtain a NYS Motor Vehicle Inspector's License within one (1) year of appointment.

**ELIGIBILITY FOR PROMOTIONAL EXAMS:** *According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotional exam.*

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**