



*Anticipate Vacancy within
The Dundee Central School District*

POSITION TITLE: Automotive Mechanic

SALARY RANGE: \$23-\$25 Dependent on Experience

JOB DESCRIPTION: Available upon request at the District Office

STARTING DATE: Anticipated Appointment - March 2026

APPLY TO: Yates County Personnel Office
417 Liberty Street
Penn Yan, NY 14527
<https://mycivilservice.yatescountyny.gov/>

APPLICATION DEADLINE: January 30, 2026



AUTOMOTIVE MECHANIC

Jurisdiction Class: Non-Competitive
Civil Division: All
Adoption YCCSC: 04/03/1997
Revised by PO: 10/23/2017
Revised by PO: 03/09/2021
Revised by PO: 07/05/2024
Revised by HR: 02/08/2025

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the repair of standard automotive equipment. In some locations where this title exists, may involve responsibility for heavy equipment, as well. The employee performs a full range of maintenance, repair, and service activities. The work, which requires a thorough knowledge of the trade, is performed under general supervision with considerable leeway permitted for the exercise of independent judgment without the availability of supervision in carrying out work assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs maintenance and repair activities on passenger vehicles and other light duty vehicles;
May perform 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 passenger vehicles and/or heavy equipment, such as mechanical and computer electronic controls, brake systems, transmissions, computer controlled automatic and manual transmissions;
Changes tires and makes repairs to tires, as required;
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;
May tune gas and diesel engines, service valves, fuel filters, and turbo chargers, and pressure check 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;
May assist with or be responsible for overhauling engines, replacing engines, and rebuilding components;
Performs NYS Vehicle Safety and Heavy-Duty Inspections in accordance with the NYS Department of Motor Vehicles;
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;
Performs other duties as assigned.

NOTE – COUNTY ONLY: This position will be responsible for performing routine maintenance on assigned light duty equipment, which may include Yates County Sheriff's Office vehicles, Yates County owned Central Garage fleet of vehicles, or related.

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 operate a computer;
Ability to operate specialized software, tools and equipment to collect computer diagnostics;
Ability to conduct research;
Ability to communicate with other mechanics about repair work needed;
Good motor and hand and eye coordination;
Manual dexterity;
May need ability and knowledge of rebuilding engines and major driveline components, dependent on location;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) One (1) year of experience in the maintenance and repair of automotive equipment; OR
- b) Graduation from a formal mechanic training program, such as an accredited college or trade school (i.e., BOCES or related Technical Career program focused on automotive trades); OR
- c) Equivalent combination of experience and training.

SPECIAL REQUIREMENT:

- a) Possession of valid NYS Class D driver's license at time of application, and such license must be maintained in good standing throughout the tenure of employment in the position; AND
- b) A NYS Motor Vehicle Inspector's License OR the ability to obtain a NYS Motor Vehicle Inspector's License within twelve (12) months of appointment.