

NOTICE OF JOB VACANCY

TITLE: Automotive Mechanic's Helper

DEPARTMENT: Department of Parks & Public Works

NUMBER OF VACANCIES: One (1) Permanent

PAY RANGE: Grade 8 \$33,753.20/yr to \$39,674.75/yr.
(\$16.23 to \$19.07/per hr)
(With longevity increments when applicable)

RESIDENCY: Must be a resident of Niagara Falls, NY within 6 months of appointment

DISTINGUISHING FEATURES OF THE CLASS: This is primarily unskilled and semi-skilled work performed in the City's Automotive Division. Employees in this class assist skilled automotive mechanics and individually perform semi-skilled work in connection with the repairs, maintenance and overhauling of automotive equipment. Unskilled assignments are performed in accordance with general instructions, while semi-skilled and skilled assignments are outline in detail and performed under close supervision. Because of the nature of this work, the incumbent in this position may be asked to work shift work. General or direct supervision is received from an Automotive Mechanic or other assigned superior as the situation requires. All work is inspected in detail at completion. An Automotive Mechanic's Helper should be willing to learn and perform tasks with increased difficulty. The Automotive Mechanic's Helper performs related work as required.

TYPICAL WORK ACTIVITIES:

Dismantles machinery and equipment preparatory to major repairs;
Assists mechanics in the grinding of valves and the fitting of bearings, pistons, and rings (major overhauls);
Helps adjust steering mechanism and align wheels;
Assists in repairing and overhauling brake systems, differentials, transmissions, and front and rear axles and related work;
Service batteries – cleans post, ends, outside of batteries, and case; checks and fills each cell;
Service hydraulic system – filters out oil from tank, cleans screen, replaces filter, and refills tank;
May also assist in the installation and removal of plows;
Completely services all equipment including oil and filter change, greasing all lube points, and related work;
Performs minor repairs under the direction of a senior mechanic (replaces bulbs, changes fuses, crimps wires, and replaces hoses);
Changes tires (on premises only);
Fuels and parks trucks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of automotive mechanics and of approved service methods; working knowledge of the terminology and tools of the trade; willingness to constantly perform routine tasks satisfactorily; willingness to learn; mechanical aptitude; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

- (A) Completion of elementary school and six (6) months experience as an apprentice to a journeyman Automotive Mechanic;
OR
- (B) Completion of an Automotive Mechanics course in a vocational high school;
OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid New York State driver's license within six (6) months of permanent appointment.

This position will be posted from December 12, 2022-December 16, 2022