

## **AUTOMOTIVE MECHANIC FOREPERSON**

**GENERAL STATEMENT OF DUTIES:** Supervises and makes skilled repairs and adjustments to a variety of automotive equipment; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve primary responsibility for supervising and performing skilled automotive repair and maintenance tasks requiring a thorough knowledge of the trade. The work is performed under the general supervision, allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision may be exercised over subordinate automotive mechanics.

**EXAMPLES OF WORK (Illustrative ONLY):**

- Maintains a preventive maintenance program on automotive equipment;
- Performs skilled operations in the repair and overhaul of gasoline and diesel motor equipment, including trucks, tractors, and other road maintenance equipment;
- Repairs or replaces motor pumps, fuel pumps, generators, carburetors and shock absorbers;
- Repairs ignition systems, transmissions, brake systems, clutches and front and rear axles;
- Adjusts connecting rods and bearings, steering mechanisms and aligns wheels;
- Greases vehicles, changes oil filters;
- Maintains time records for payroll purposes;
- Assists in preparing budget estimates and recommendations;
- May operate any of a variety of automotive equipment.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; good knowledge of safety procedures and traffic laws and regulations; ability to plan and supervise the work of others; good motor and hand and eye coordination; manual dexterity; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Four years of experience as a skilled automotive repairman; or any equivalent combination of experience and training.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for an appropriate New York State operator's license.