

## CITY OF UTICA

# NOTICE OF VACANCY

### THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

## AUTOMOTIVE MECHANIC

**Salary:** \$21.49 - \$24.06 per hour

**Classification:** CSEA, Non-Competitive Position – Parks Department  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the maintenance of a variety of automotive and related equipment, including automobiles, trucks, buses, and construction equipment. Duties are performed under general supervision of a higher ranking employee with allowance made for the exercise of independent judgement in carrying out the details of the work. Supervision may be exercised over the work of laborers or other assistants. Does related work as required.

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

Performs skilled repairs to motor equipment, including automobiles, diesel trucks, tractors, lawn mowing equipment, and small engines;

Grinds valves and fits new bearings, pistons, and rings;

Repairs or replaces motors, pumps, alternators, carburetors, shock absorbers, tires, etc.;

Repairs ignition systems, transmissions, brake systems, clutches, and front and rear axles;

Estimates the need for and orders spare parts, tools, and supplies;

Adjusts connecting rods and bearings;

Adjusts steering mechanisms and aligns wheels;

Makes welding repairs to automotive and related equipment;

Assembles and tunes engines and sets timing;

Greases vehicles, changes oil and filters;

Sharpens tools as necessary;

Makes service calls to repair road breakdowns;

Attaches and removes snow plow blades and other auxiliary equipment;

May operate machine shop equipment, including lathes, grinders, drill presses, and other metal working machines to make and repair parts for automotive equipment;

May perform necessary tasks to insure that vehicles conform to State Department of Transportation inspection requirements and maintains related log;

Repairs small gasoline engines;

May arrange for mandatory State vehicle inspections as necessary;

Performs a variety of related duties as necessary.

**ENTRY LEVEL KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of automotive repair methods and the terminology and tools of the trade; ability to make repairs to heavy automotive and mechanical equipment; familiarity with welding techniques; ability to use machine tools; ability to understand and follow oral and written instructions; willingness to work in adverse weather conditions; good hand and eye coordination; manual dexterity; ability to lift heavy weights; knowledge of the policies and procedures of the department; ability to get along well with others; tact and courtesy; and dependability; physical condition commensurate with the demands of this position.

**MINIMUM QUALIFICATIONS:**

One (1) year of experience in the repair of automotive equipment as well as a valid Commercial Driver's License issued by the State of New York.

**Applications:**

Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

*For more information about this position, please call the Department of Public Works at (315) 738-1341.*

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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