

HEAD AUTOMOTIVE MECHANIC - BUS DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for laying out and supervising the work of Automotive Mechanics, and for personally performing the more difficult jobs which require a higher degree of skill and may involve the supervision of mechanics. The work also involves the operation of a school bus on a route or for special activities ensuring the safety and proper conduct of students. General policies are determined by an administrator. Except for unusual problems, wide leeway is afforded for independently assigning tasks and making job decisions. The work is subject to administrative review for the economical and efficient operation and maintenance of the equipment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Advises and instructs mechanics and personally performs highly skilled work on motors and accessories;  
 Does incidental spray painting;  
 Inspects equipment and assigns jobs to mechanics;  
 Exercises general supervision over an automotive garage;  
 Inspects work in progress to see that repairs and replacements are properly made and that units are satisfactorily assembled;  
 Makes shop and road tests of equipment repaired before returning it to service;  
 Dismantles equipment and advises mechanics on parts to be repaired or replaced;  
 Requisitions repair parts, tools and supplies as required and maintains a variety of records and reports covering the work of an automotive garage;  
 Operates a school bus on a regular schedule or on special occasions;  
 Maintains orderly conduct of children on bus;  
 Instructs or informs children about safety practices when entering and leaving bus;  
 Checks the operating condition of the bus before starting on a trip;  
 Reports any mechanical defect to immediate superior.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair methods and the terminology, tools and equipment of the automotive mechanic trade; good knowledge of the operating principles and mechanics of internal combustion engines; good knowledge of the occupational hazards and safety precautions of the trade; good knowledge in the care and use of the standard tools and equipment of the trade and in the operation of the machines and equipment used in testing, repairing and adjusting motors and parts; good knowledge of driving safety practices and traffic laws and regulations; ability to make difficult repairs to heavy automotive equipment; ability to make estimates of time and materials needed for automotive repair work; ability to plan, assign, supervise and inspect the work of automotive mechanics; ability to establish and maintain effective working relationships with other employees; ability to determine whether replacement of parts or equipment is more economical than making the indicated repairs; ability to operate a bus under all driving and road conditions; ability to get along well with children and command their respect; skill in locating and correcting defects in automotive equipment; mechanical aptitude; mental alertness and dependability.

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid experience, or its part-time equivalent, as a skilled automotive mechanic or technician in a full-service automobile repair shop AND one (1) year (school calendar year) experience operating school buses.

SPECIAL REQUIREMENT FOR APPLICATION: Possession of a Class CDL B New York State Operator's license with P and S Endorsements at the time of application, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: MARCH 19, 2013

REVISED: MARCH 1, 2019

CIVIL SERVICE CLASSIFICATION: COMPETITIVE