



## **Employment Opportunity - Automotive Mechanic**

The Village of Buchanan is seeking an experienced Automotive Mechanic. The Village is seeking to replace an over 20-year experienced Automotive Mechanic. The new Automotive Mechanic will move the Village forward in the purchase and maintenance of all of its equipment. Please see the Village website ([https://villageofbuchanan.com/\\_documents/jobs/mechanic.pdf](https://villageofbuchanan.com/_documents/jobs/mechanic.pdf)) for full details of the position. If you are interested, please provide your cover letter, resume (including certifications/training), three references and salary requirements to the Village Administration, [mserrano@villageofbuchanan.com](mailto:mserrano@villageofbuchanan.com). Application deadline is January 28, 2022.



**Please take note that anyone applying must meet the minimum requirements under New York State Civil Services as described below.**

**GENERAL OVERVIEW OF POSITION:**

Under the general supervision of higher-level employee, an employee in this class is responsible for a wide variety of repair, diagnostic, and maintenance work on all types of automotive equipment. Incumbents will be responsible for carrying out a preventive maintenance program for the equipment, maintain maintenance records of all equipment and will be required to operate varied types of automotive equipment as well as other duties as assigned. Supervision may be exercised over subordinate employees. Does related work as required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; good knowledge of the accident and safety precautions of the trade; demonstrated ability to perform difficult repairs of all types on automotive equipment; ability to readily diagnose mechanical difficulties; ability to work from oral or written instructions and without instruction from own diagnosis; ability to lay out, organize and plan the work of others; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; good interpersonal skills; initiative; resourcefulness; good judgment; physical strength and agility; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in performing, or assisting in the performance of maintenance and repair work on automotive and/or heavy motor equipment.

**SUBSTITUTION:**

An Associate's Degree\* in Auto Mechanics, Automotive Technology or a related field or possession of a certificate from a post-secondary vocational school in Auto Mechanics, Automotive Technology or a related field may be substituted for two (2) years of work experience described above.

**SPECIAL REQUIREMENT:**

At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.



### **Automotive Mechanic duties and equipment responsibilities**

Removes and repairs gasoline or diesel (internal) combustion engines, including fitting or crankshafts, pistons, pins and bearings.

Removes and adjusts carburetors, distributors.

Removes and overhauls transmissions, including automatic transmissions and differentials.

Maintains and repairs fuel, cooling, and exhaust systems.

Inspects, maintains, and repairs electrical systems, chassis units, and accessories.

Review and recommend replacement vehicles, trucks and all equipment.

Operates valve-grinder, drill press, lathe, welding and burning equipment, and other associated tools.

Repairs or assists in the repairs of snow plows, road rollers, and various miscellaneous mowers, pumps, etc.

Performs inspections of automotive equipment as part of a preventative maintenance program.

Operate automotive equipment including trucks, snow plowing, garbage trucks, rollers, graders, front end loaders, back hoes, etc., as required.

Change oil and filters on about 20 pieces of equipment change brakes.

Repair and or replace air cans on larger trucks

Replace seal bearings on larger trucks

Replace fuel pumps.

Grease vehicles.

Small engine repairs (weed whackers, snow blowers, leaf blowers etc.)

Change tires on all vehicles.

Repair or replace hydraulic pumps and hoses

Trouble shoot electrical problems on vehicles and repair.



Have the ability to fabricate parts if necessary.

General experience preferred:

- Welding
- Plasma Cutting
- Basic carpentry skills
- Basic masonry skills
- Basic electrical work skills

In addition, may perform additional duties as necessary, including, but not limited to:

- Cut grass
- Use sickle bar tractor
- Paint stop bars and parking lots
- Cut trees
- Weed whack
- Prep ballfield
- Be able to operate back hoe and loader, garbage truck, snow plowing and other heavy equipment
- Change traffic lights and street light
- Repair pool pumps and equipment

Must have Class B CDL license

May supervise subordinate employees in the performance of the job



## **Examples of Equipment to be maintained and repaired**

Dodge 5500 bucket truck

Dodge 5500 small dump truck

Dodge 3500 utility truck

2005 International Garbage truck

2019 Freightliner Garbage truck

1992 Mack dump truck

1986 Mack dump truck

4 Dodge police cars

2005 John Deere 444j loader

Small John Deere back hoe

Wood chipper

Leaf vac

2011 Chevy 3500 small dump truck

Sickle machine

8 weed whackers

2 back pack leaf blowers

1 push leaf blower

2005 John Deere riding lawn mower

Roller

2 Highland salt spreaders

2 large snow plows

3 small snow plows

Salt spreaders