THE CITY UNIVERSITY OF NEW YORK  
Classified Civil Service Position Description

**Title**  Auto Mechanic (CUNY)

**Title Code**  04906 (Competitive)

**FLSA Status**  12/12/00 R

**Date Issued**  Non-Exempt

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**General Duties and Responsibilities**

Under supervision, overhauls, repairs and maintains engines and components assembles used in automotive and construction activities and all other equipment powered by internal combustion engines; performs related work.

**General Work Tasks**

- Acts as a “trouble shooter” in determining mechanical and electrical problems through the use of diagnostic equipment as necessary.

- Makes minor repairs and adjustments in the field so that a vehicle may be returned to the garage or repair shop under its own power.

- Overhauls and makes repairs to internal combustion engines, brake systems, automatic and manual transmissions, ignition systems, electronic systems, differential assemblies and fuel systems.

- Aligns wheels and repairs steering equipment.

- May make minor auto body repairs.

- May transmit orders to other assigned personnel as needed.

- Supervises and is responsible for the work of other assigned personnel.

- Trains other related personnel in the performance of various maintenance and/or repair tasks.

- Follows all appropriate safety procedures in the performance of assigned tasks.

- Prepares reports, cost estimates or work and orders, and maintains records and inventories of supplies and materials.

- Accesses job related information from a computer.

- Operates motor vehicles or equipment in the performance of assigned duties.
Qualification Requirements

1. Five (5) years of full-time satisfactory experience acquired within the last ten (10) years as an Auto Mechanic; or

2. Not less than three (3) years of full-time satisfactory experience as specified in “1” above acquired within the last ten (10) years plus relevant education acquired in an approved trade or vocational high school to make up the equivalent of five (5) years of acceptable experience. Six (6) months of acceptable experience will be credited for each year of relevant education.

3. Education and/or Experience equivalent to 1 or 2 above. However, all candidates must have three (3) years of full-time satisfactory experience as an auto mechanic acquired within the last ten (10) years.

NOTE: Possession of a Class B Commercial Driver License (CDL) valid in the State of New York. There may be certain age requirements to obtain this license. Employees must maintain the Class B Commercial Driver License during their employment. Eligibles with a CDL Learner’s Permit may be appointed subject to the receipt of a New York State Class B Commercial Driver License within six (6) months of appointment.

Direct Lines of Promotion

FROM: None  TO: None