



**CITY OF PEEKSKILL**

**840 Main Street  
Peekskill, New York 10566**

**Office: (914) 737-3400  
Fax: (914) 930-2817**

**VACANCY FOR AUTOMOTIVE MECHANIC**

**Posting Date: March 11, 2020**

**Salary: \$78,959**

The City of Peekskill, located in Westchester County, is seeking a full-time Automotive Mechanic. The Automotive Mechanic is responsible for a wide variety of repair, diagnostic, and maintenance work on all types of automotive equipment. Please see the attached job description for a complete list of duties and responsibilities.

Applicants must meet the Westchester County Civil Service requirements to transfer to this position. To be considered, please submit a Letter of Interest, City of Peekskill Application and Resume to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([jduncan@cityofpeekskill.com](mailto:jduncan@cityofpeekskill.com)). Employment Applications can be obtained from the Human Resources Office or the City's website [www.cityofpeekskill.com](http://www.cityofpeekskill.com) (Human Resources Department).

There are also no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

**Application Deadline: MARCH 18, 2020**



<b>CITY OF PEEKSKILL JOB DESCRIPTION</b>
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<i>Job Title:</i>	<b>Automotive Mechanic</b>	<i>Department:</i>	<b>City Services</b>
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	<b>Lead Maintenance Mechanic (Automotive)</b>	<i>Civil Service Classification:</i>	<b>Non- Competitive</b>
<i>Prepared by:</i>	<b>City of Peekskill Department of Human Resources</b>	<i>Employment Status:</i>	<b>Full-Time</b>
		<i>FLSA Status:</i>	<b>Non-Exempt</b>

**JOB SUMMARY**

Under the general supervision of higher level employee, an employee in this class is responsible for 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 and may be required to operate varied types of automotive equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Removes and repairs gasoline or diesel (internal) combustion engines, including fitting or crankshafts, pistons, pins and bearings;
- Maintains all types of heavy trucks and heavy construction equipment;
- 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;
- 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;
- May supervise subordinate employees in the performance of the job;
- May operate automotive equipment including trucks, rollers, graders, front end loaders, back hoes, etc., as required by the individual municipality or district

**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 QUALIFICATIONS**

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience where the primary function of the position was 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 the 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.

**NOTE**

Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

**\*SPECIAL NOTE**

Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

**ENVIRONMENTAL CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.