

CS-500

<p>Civil Service Law: Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction, and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. (L. 1958, c790 S 1; amended L.1978, c99, S 1.)</p>	<p style="text-align: center;">SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE</p> <p style="text-align: center;">NEW POSITION DUTIES STATEMENT</p> <p>Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this department.</p>
<p>Office of Transportation Sachem Central School District, 51 School Street Lake Ronkonkoma, NY 11779-2299</p>	
<p>2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.</p>	
<p>PERCENT OF WORK TIME</p>	<p>Automotive Mechanic III</p>
<p>100%</p>	<p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Must be able to diagnose mechanical, electrical and other related malfunctions of automobiles, buses and ancillary equipment. Must be able to repair or replace parts as necessary. Must be able to examine vehicles not only for reparation, but for maintenance. Should utilize appropriate proactive approaches to mechanical repairs. • Must have the ability to weld and have knowledge of operation and repair of air conditioning systems. • Must oversee maintenance of all District vehicles; including the bus fleet, transportation vehicles and security fleet. Maintenance includes road tests, diagnosis of problems, assigning staff for reparation and maintenance. • Must determine parts requirements and order necessary parts utilizing District procedures. Should keep accurate records of all maintenance work and proactively schedule maintenance in an efficient and timely manner anticipating seasonal and District needs while conducive to maximizing utilization of all District vehicles. • Attends in-service training sessions as provided by manufacturers of equipment currently utilized by District. Should attend in-service training sessions as directed by supervisor. • Must have the ability to complete basic repairs on ancillary equipment not limited to: plows, mowers, sprayers, cement mixers, small generators, chain saws, and snow blowers. • Must be able to answer road calls and assist in towing for vehicles that can not be repaired on the road. • Must perform New York State inspections in compliance with State guidelines. • Must perform road tests on vehicles, as appropriate, to ensure satisfaction of work and compliance with safety standards. • Must have thorough knowledge of methods, materials, tool, and standard practices of the automotive mechanic trade. • Must have the ability to work independently. • Must have excellent knowledge of the occupational hazards and apply the appropriate safety precautions of the trade. • Must demonstrate excellent knowledge of the mechanisms, systems and components of gasoline and diesel-fueled vehicles and ancillary equipment utilized by the District. • Must demonstrate knowledge and skill in the use and care of tools, machines and testing instruments of the trade. • Must have the ability to adapt available tools and repair parts to specific repair problems. • Must have the ability to follow written and oral directions. Must be able to follow diagrams and sketches. • Must have effective communicative skills and the ability to collaborate with the building principal, supervisors, District administrators, colleagues, custodial workers, District employees, students, and community members.