

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

HIGHWAY DEPARTMENT

Mechanic's Helper

\$49,815

DATED: January 2, 2025

LAST DAY FOR FILING: January 15, 2025

EOE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing simple, repetitive routine maintenance tasks and routine purchasing related tasks. An employee in this class may be required to operate various highway equipment as a regular part of his/her repair and maintenance duties. An employee in this position will be required to make routine purchase requisitions of automotive supplies and equipment, maintain inventories, and perform related record keeping tasks, most of which involve the use of a computer and various programs. Work is performed under direct supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists mechanics in performing automotive repairs;
- Picks up parts from suppliers;
- Repairs and rotates tires;
- Changes oil in crankcase;
- Greases automotive equipment;
- Makes minor repairs as directed;
- Orders parts from various suppliers following procurement policies, which may include preparing bids;
- Receives, distributes, checks and stocks shipments of automotive equipment and supplies, which would require heavy lifting;
- Uses various computer software programs to keep records of supplies and is responsible for inventory control, and purchasing of automotive equipment and supplies;
- May operate various types of equipment during repair and maintenance;
- Cleans and washes inside and outside of trucks;
- Cleans interior of highway garage, which may include gathering and disposing of refuse;
- Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the operation of trucks and other types of highway equipment; good knowledge of computer software programs; knowledge of ordering parts and inventory control; knowledge of automotive repair methods and tools; ability to perform routine maintenance tasks; ability to understand and follow written and oral instructions; ability to establish and maintain cooperative working relationships with staff, vendors and salespeople; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of full-time experience or its part-time equivalent in ordering parts and servicing or repairing automotive equipment.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State driver's license and an acceptable driving record is required at the time of appointment, and must be maintained throughout employment in this position.

CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel/Civil Service Department 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com