Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Highway Department

Automotive Mechanic

$57,776 - $59,808

DATED: November 3, 2026

LAST DAY FOR FILING: November 16, 2026

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for efficient and workmanlike performance of mechanical repairs and maintenance of ordinary difficulty on a variety of automotive equipment. General instructions are received regarding what work is to be done, allowing leeway for methods of accomplishment. Detailed instructions are received for new or difficult assignments. Immediate supervision may be exercised over the work of helpers, interns, or other highway department employees. An employee in this class may be required to operate motor equipment, including snow plows and blowers, as a regular part of their duties.

TYPICAL WORK ACTIVITIES:

- Performs skilled operations in making general repairs on such motor equipment as buses, trucks, tractors, power shovels, graders, sweepers, bulldozers, rollers and compressors;
- Checks automotive equipment for worn, damaged or defective parts by visual inspection road tests or use of testing devices;
- Disassembles, repairs and adjusts front and rear axles, main drive shafts, clutches and transmissions;
- Disassembles and replaces defective or damaged parts;
- Makes major repairs such as re-facing and resealing valves, taking up or replacing main and connecting rods and rebuilding damaged parts;
- Fits and replaces cylinder sleeves and pistons;
- Welds broken or damaged parts and equipment;
- Adjusts steering mechanisms and aligns wheels;
- Performs tire repairs and mounting;
- Assembles and times engines;
- Uses electronic analyzers for diagnostics;
- Makes carburetor and brake adjustments;
- Makes estimates and prepares requisitions for materials;
- Operates machine shop equipment including lathes, grinders, drill presses to make, rebuild or repair parts for automotive equipment;
- May perform NYS inspections.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of standard automotive repair methods, tools terminology and the accident precautions of the trade; ability to make repairs on a variety of automotive equipment; ability to work from plans, drawings, and rough sketches; ability to follow verbal and written instructions; ability to plan and supervise the work of others; good hand and eye coordination; dependability; manual dexterity; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either:

a) Graduation from a regionally accredited or New York State registered technical school or community college with an Associates degree or certificate in automotive repair technology or closely related field; OR

b) Graduation from a high school technical or vocational program in automotive equipment repair and one (1) year of experience in an automotive equipment repair shop performing repair and maintenance of automotive equipment under the supervision or direction of a skilled automotive equipment mechanic; OR

c) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as defined in (b) above; OR

d) Three (3) years of experience as a journey level automotive mechanic; OR

e) An equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

SPECIAL REQUIRMENT: Possession of a valid New York State CDL Class A or B license within six (6) months of appointment. An acceptable driving record is required at the time of appointment, and once obtained maintenance of the CDL license is required throughout employment in this position.

NOTE: In order to apply for Otsego County, you must possess a NYS Inspections License, and air brake certification, or shall have obtained these within six (6) months of hiring.

CLASSIFICATION: Non-Competitive

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