



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Public Works

- Job Title:** AUTOMOTIVE REPAIRER(s) (Mechanic)
- Salary Range:** \$56,142-73,747\* (\*Based on years of service employed with Saratoga County)
- Work Location:** 3654 Galway Road, Ballston Spa, NY 12020 \*Opportunities are located in the Ballston Spa and Hadley locations.
- Classification:** Non-Competitive (**No Exam Required**)

#### Job Description

This is skilled work involving responsibility for the overhaul, repair and maintenance of a wide variety of automotive and/or equipment including but not limited to engines, motors, motor-powered equipment, heavy construction, truck and automotive machinery. The work requires a thorough knowledge of the heavy truck/construction equipment repair trade or automotive repair trade. Ability to conduct NYS inspections of light and/or heavy fleet vehicles is a regular requirement of this position. Complete set of mechanics tools/storage will be necessary (partial stipend provided). General instructions are received from a higher-ranking Supervisor regarding tasks to be performed, with considerable leeway permitted in planning the details of each assignment. Supervision may be exercised over the work of other lower-level department technicians and/or operators; Does related work as required. (This is a 40 Hour, Mon-Fri vacancy with voluntary over-time opportunities available)

#### Minimum Qualifications (at least)

Graduation from High School or possession of an equivalency certificate (GED) and at least... Four (4) years of experience as an automotive or diesel mechanic which must have included diagnosis, repair and maintenance of automotive or diesel systems. (Preference will be given to candidates possessing trade or vocational training with up-fitting experience)

#### SPECIAL REQUIREMENT(S):

Candidate must possess a valid NYS Driver's License appropriate for the "type" of vehicle to be operated, with the appropriate endorsements issued by the New York State Department of Motor vehicles at time, and for duration, of appointment.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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### Typical Work Activities (\*Illustrative)

- Under supervision, overhauls, repairs and maintains, engines, motors, motor powered equipment used in automotive, construction and special purpose equipment, which may include combustion engines and equipment;
- Determines and troubleshoots mechanical and electrical defects in applicable equipment;
- Repairs and maintains brake systems, transmissions, ignition systems, rear ends, differential assemblies, fuel systems, hydraulic systems, electronic systems, and other related components and systems;
- Adjusts steering mechanisms and aligns wheels;
- Makes minor welding repairs to construction, truck and automotive equipment as necessary;
- Tunes engines and sets timing;
- Tests motor/construction and related equipment in the performance of assigned repairs and duties;
- Attaches and removes snow plow blades and other auxiliary equipment;

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*