



Department of Public Works  
132 Race St.  
Rome, NY 13440

Tony Spina – Service Equipment Supervisor

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**NOTICE  
JOB OPENING  
(1)  
AUTO MECHANIC  
PAY SCALE \$19.64-\$21.21HR  
POSSIBLE ROTATING SHIFTS**

**7:30AM-4:00PM  
4:00PM-12:00 MIDNIGHT  
12 MIDNIGHT – 8:00AM**

**8HRS. PER SHIFT  
40HRS PER WEEK**

**CITY OF ROME  
DEPARTMENT OF PUBLIC WORKS  
CENTRAL MAINTENANCE**

**JOB TO BE FILLED AT DISCRETION OF CITY OF ROME.**

**MUST HAVE CDL B, NYS INSPECTION LICENSE &  
YOUR OWN TOOLS**

**AUTOMOTIVE MECHANIC**

**GENERAL STATEMENT OF DUTIES:** Works as a skilled automotive mechanic. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving the responsibility for and efficient performance of a variety of automotive repair, welding and machinist tasks requiring a thorough knowledge of the trade. General instructions are received regarding what tasks to perform, permitting considerable leeway for planning the details of each assignment.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Performed skilled operations in making general repairs on heavy motor equipment, such as trucks, tractors, rollers, bulldozers, graders and snow plows;
- Grinds valves and fits new bearings, pistons and rings;
- Adjust connecting rods and bearings;
- Repairs or overhauls brake systems, differentials, transmissions and front and rear axles;
- Straightens and welds frames and fenders, and aligns wheels;
- Occasionally operates machine shop equipment to make and repair parts of automotive equipment;
- Occasionally operates heavy motor equipment.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of standard automotive repair methods, terminology and tools of the trade;
- Demonstrated ability to make difficult repairs to automotive and other mechanical equipment;
- Knowledge of welding and of the machinist trade;
- Ability to work from plans and specifications and to follow rough sketches and oral instructions;
- Ability to lay out work for self and others;
- Good motor, hand and eye coordination;
- Good physical condition.

**MINIMUM QUALIFICATIONS:** Either:

- A. Three (3) years of experience as a skilled automotive mechanic and completion of a standard grade school course; **OR**
- B. Any equivalent combination of experience and training.

**SPECIAL REQUIREMENTS:**

- A. Must possess a valid New York State Commercial Driver's License ("CDL") at time of application with the ability to obtain a New York State CDL-B with Air Brake Endorsement upon permanent appointment and be continuously maintained throughout employment;
- B. Must possess and utilize own tools common to the trade sufficient to perform all work as described above;
- C. Must possess a valid New York State Department of Motor Vehicles Inspection License at time of appointment that must be continuously maintained throughout employment.

END

Revised: 07-08-2014 / 11-08-2016