
Waterloo Central School District

Human Resources



VACANCY ANNOUNCEMENT

Posting: June 2, 2026- to June 17, 2026

POSITION: Automotive Mechanic

SALARY: Minimum \$26.00/hour plus free health insurance per current
WNIEA Contract of agreement

QUALIFICATIONS: A. Graduation from a New York State registered or regionally accredited technical school or community college with an associate's degree or certificate in automotive technology or mechanics; OR

B. Graduation from a high school technical or vocational program in automotive mechanics and one (1) year of full-time experience or its part-time equivalent in an automotive repair shop performing repair and maintenance of automotive equipment under the supervision or direction of a skilled automotive mechanic; OR

C. Two (2) years of full-time experience or its part-time equivalent in an automotive repair shop performing repair and maintenance of automotive equipment under the supervision or direction of a skilled automotive mechanic; OR

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

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Drivers License* at the time of appointment. License must be maintained continuously during employment. Must eventually possess and maintain a valid NYS Class B Commercial Driver's License (CDL) with Passenger Endorsement.

GENERAL STATEMENT OF DUTIES:

Makes skilled repairs and adjustments to automotive equipment and machinery; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is skilled work involving responsibility for the complete overhaul and repair of a

variety of automotive equipment. The work requires a thorough knowledge of the trade. General instructions are received regarding tasks to be performed, but considerable leeway is permitted in planning the details of each assignment.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Supervises automotive mechanics helpers and participates in maintenance and is responsible for repair of all county automotive equipment; Performs skilled operations in the diagnosis, repair, and maintenance of gasoline and diesel motor equipment including trucks, tractors, rollers, bulldozers and snow plowing equipment; Replaces or repairs motors, pumps, fuel pumps, generators, carburetors and shock absorbers; Repairs ignition systems, transmissions, brake systems, differentials, and front and rear axles; Tunes engine and sets the timing; Makes minor welding repairs to automotive and related equipment; Uses a variety of machine tools such as lathes and drill presses; Attaches and removes snow plow blades and other auxiliary equipment; Inspects machinery and equipment for needed repairs, overhauling, adjustment or replacement of parts; Operates various types of equipment in connection with repair work; Adjusts steering mechanisms and aligns wheels; Adjusts connecting rods and bearings; Maintains a clean work area; May perform motor vehicle inspections; May operate equipment as needed; Completes other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of standard automotive repair methods and of terminology and tools of the trade; demonstrated ability to make difficult repairs to heavy automotive and other mechanical equipment; familiarity with welding techniques; ability to work from plans and specifications and to follow rough draft sketches and oral instructions, good motor and hand and eye coordination; manual dexterity; good physical condition.

APPLICATION PROCEDURE: Please apply online via Seneca County Civil Service:

<https://seneca-portal.mycivilservice.com> Please make sure to choose Waterloo School as the municipality you are applying for.

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.