



Seneca County
Personnel Department

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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR
ASSISTANT AUTOMOTIVE MECHANIC / SCHOOL BUS DRIVER

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please enter the following as your response:

- Seneca Falls Central School District

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS:

Eligibility for the appropriate level New York State Driver License at the time of application. Possession of license at time of appointment and throughout employment.

All drivers of school transportation conveyances shall be at least 21 years of age. There is no maximum age for driving a school bus. This is true whether the driver is a new hire or an incumbent employee.

DISTINGUISHING FEATURES OF THE CLASS:

This is semi-skilled work involving responsibility for the assisting in complete overhaul and repair of a variety of automotive equipment. The work requires a basic knowledge of the trade. Automotive mechanic work is performed under direct supervision. Drives a school bus on an assigned route.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Assists mechanic in repairing or replacing motors, pumps, fuel pumps, generators, carburetors, and shock absorbers;

Assists mechanic in the repair and overhaul of gasoline and diesel motor equipment

Assists mechanic in the repair of ignition systems, transmissions, brake systems, clutches and front and rear axles;

Adjusts connecting rods and bearings;

Adjusts steering mechanism and aligns wheels;

Makes minor welding repairs to automotive equipment;

Greases vehicles and changes oil and oil filters;

Performs 1000 mile checks on all department vehicles

Operates a school bus on an assigned route;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Basic knowledge of standard automotive repair methods and of the terminology and tools of the trade; demonstrated ability to assist in making repairs to heavy automotive and other mechanical equipment; familiarity with welding techniques; ability follow rough draft sketches and oral instructions; good motor and hand and eye coordination; manual dexterity; good knowledge of driving safety practices and traffic laws and regulations; ability to operate a bus under difficult driving and road conditions; ability to get along well with children and command their respect; mechanical aptitude; mental alertness; dependability; physical condition commensurate with the