



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3605

www.tarrytowngov.com

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914-631-1785

VILLAGE TREASURER

914-631-7873

VILLAGE CLERK

914-631-1652

VILLAGE ENGINEER

914-631-3668

DEPT. OF PUBLIC WORKS

914-631-0356

FAX NO. 914-909-1208

February 23, 2021

Job Posting – (1) Part Time Automotive Mechanic Helper position

The Department of Public Works is seeking (1) Seasonal Automotive Mechanic Helper Position. Start date for the position would be after March 1, 2021 and requires authorization from the Board of Trustees.

Title Salary Range

(1) Seasonal Automotive Mechanic Helper position \$ 18.00/hour. Please express your interest in writing by contacting Supt. of Public Works Lou Martirano at lmartirano@tarrytowngov.com no later than 4:30 p.m. on Friday, March 12, 2021.

The Village of Tarrytown is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.

Superintendent of Public Works

Lou Martirano

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a higher level automotive maintenance employee, the incumbent is responsible for assisting in a wide variety of simple repair and maintenance work on all types of automotive equipment. Work assignments are initiated by oral instruction or written work orders. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Aids higher level automotive maintenance personnel in removing and repairing gasoline and internal combustion engines, including fittings or crankshafts, pistons, pins and bearings;

Tunes engines, aligns brakes, and replaces water hoses, alternators, fan belts, oil seals and other minor parts;

Services crankcase insulating systems, car and truck lights, etc.;

Operates valve-grinder, drill press, lathe, welding and burning equipment, voltmeters, pressure gauges, and other associated tools;

Assists in the repairs of snow plows, road rollers, and various miscellaneous mowers, pumps, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the tools, techniques and terminology associated with the automotive mechanics trade; working knowledge of the accident and safety precautions of the trade; ability to perform simple repairs of all types of automotive equipment; ability to work from oral or written instructions; ability to get along well with others; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) graduation from high school or trade school course, or possession of a high school equivalency diploma and one (1) year of experience in automotive work; or (b) five (5) years of experience in automotive work.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State, appropriate for the type of equipment to be operated.

Towns, Villages
Cities of Rye & Peekskill
Somers Fire District
J. C.: Non-competitive
FAA9

Job Class Code: 0483