

## **Town of North Hempstead Highway Department**

### **Automotive Servicer- Full Time Position**

#### **GENERAL STATEMENT OF DUTIES**

Performs routine manual work servicing automotive equipment; performs related duties as required.

#### **COMPLEXITY OF DUTIES**

Under direct supervision, the position requires the limited use of judgment, and the duties are routine and repetitive.

#### **TYPICAL DUTIES**

- \* 1. Pumps gas, changes oil, lubricates, cleans radiators, repairs flat tires, replaces batteries, washes equipment, and performs other routine automotive servicing.
  - \* 2. Maintains records of all fuel, oil, and other automotive supplies issued.
  - 3. Parks vehicles in proper locations.
  - \* 4. Performs general cleaning or laboring work in garage or work areas.
  - 5. Acts as chauffeur, as required.
- \*ADA ESSENTIAL FUNCTIONS

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Ability to learn the use of tools and equipment employed in motor vehicle servicing.
2. Ability to perform routine manual work servicing automotive equipment.
3. Ability to maintain simple records and to follow oral instructions.
4. Ability to operate a variety of trucks and other automotive equipment.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience**

1. Graduation from high school;  
or
2. Completion of eighth grade education  
and

One year of satisfactory experience as a gas station attendant or in performing routine servicing of a variety of automotive equipment.

### **Necessary Special Requirement**

Continuing possession of an appropriate class, valid Driver's License issued by the State of New York.

Applicants should send an email and cover letter to Acting Commissioner of Highways Kevin Cronin at: [cronink@northhempsteadny.gov](mailto:cronink@northhempsteadny.gov) ccing Christine Roberts at: [robertsc@northhempsteadny.gov](mailto:robertsc@northhempsteadny.gov)