

# NOTICE OF VACANCY

**DEPARTMENT:** Public Works  
**TITLE:** Automotive Mechanic  
**SALARY (GRADE):** \$31,616 (17B) plus Excellent Benefits

**THIS IS A NON-COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work involving responsibility for the efficient and skilled performance of a variety of automotive repair tasks, requiring a thorough knowledge of the trade. General instructions are received from a foreman or supervisor regarding tasks to perform, permitting considerable leeway for planning the details of each assignment. Supervision may be exercised over other skilled or unskilled workers as required. (When employed at the Oneida County Airport, the incumbent may be required to complete in-house training in fire and rescue techniques, in order to assist fire and rescue crews in an emergency). The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** at least thirty (30) credit hours from a regionally accredited or New York State college, twelve (12) credits of which were in automotive technology courses; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a two-year NYS Certified BOCES Program in Automotive Technology; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience as a skilled automotive mechanic.

**NOTES:**

- 1. Candidates **MUST** submit with application a copy of transcripts, if qualifying under (A) or a copy of certificate from NYS Certified BOCES Program in Automotive Technology, if qualifying under (B).
- 2. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

**SPECIAL REQUIREMENTS:**

- (A) Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- (B) Must obtain a valid NYS Motor Vehicle Inspection License within six (6) months of appointment. License must remain valid throughout appointment.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until position is filled

**\*\*Oneida County is an equal opportunity employer\*\***