

**New York State Department of Civil Service**  
Division of Classification & Compensation

Classification Standard

***Occ. Code 7121100***

**Service & Repair Assistant (Motor Equipment), Grade 9**

Brief Description of Class

A Service & Repair Assistant (Motor Equipment) performs semiskilled motor equipment and mechanical maintenance and repair work generally under the supervision of a Maintenance Supervisor 1 (Motor Equipment), Service & Repair Mechanic (Motor Equipment), Trades Generalist or other journey-level mechanical trades position.

Distinguishing Characteristics

A Service & Repair Assistant (Motor Equipment), typically assigned to an automotive repair shop, performs the more routine repetitive tasks in the repair, maintenance and servicing of automotive and mechanical equipment. Incumbents, in learning and perfecting their craft skills, may perform journey-level activities under supervision or after receiving detailed instructions. All positions are in the non-competitive jurisdictional class.

Incumbents may also be assigned to perform semiskilled general mechanical maintenance and repair activities in a State facility to a variety of laundry, kitchen, and hospital equipment.

Related Classes

Incumbents of Maintenance Assistant positions without a parenthetical designating a trade specialty perform semiskilled maintenance and repair tasks in one or a combination of the mechanical, building, motor equipment and electrical trades usually under the supervision of a skilled craftsman.

A Service & Repair Assistant (Motor Equipment) is distinguished from a Facility Operations Assistant 1 by the latter's performance of relatively unskilled tasks in direct support of semiskilled and/or skilled trades positions. Such tasks involve a limited use of the tools and equipment of the trade in performing more routine repetitive tasks under very specific instructions and supervision.

Classification Standards describing other classes involved in mechanical maintenance, repair and related activities include Trades Supervisor (Plumber & Steamfitter), Occ. Code 7120240; Trades Specialist (Plumber & Steamfitter), Occ. Code 7120160; Service & Repair Mechanic (Motor Equipment), Occ. Code 7347130; Trades Specialist (Welder), Occ. Code 7120175; Trades Specialist (Machinist), Occ. Code 7120145; Trades Generalist, Occ. Code 7120000, and Facility Operations Assistant 1, Occ. Code 3010100.

### Illustrative Tasks

A Service & Repair Assistant (Motor Equipment) performs a variety of semiskilled maintenance, repair and related activities as assigned in the motor equipment and mechanical trades including but not limited to the following.

- Performs routine tasks in the repair, maintenance and servicing of automotive and mechanical equipment such as service and adjustment of hydraulic brakes, replacement of wheel bearings, and the removal and replacement of such components as starters, fuel pumps, water pumps, gas tanks, carburetors, exhaust system components, shock absorbers, springs and radiators.
- Performs minor engine repairs as well as tune-ups including the installation of points, plugs, condensers, and sets dwell and timing according to manufacturer's specifications.
- Performs preventive maintenance inspections of vehicles and equipment following preventive maintenance schedules to insure safe and trouble free performance.
- Following specific instructions, incumbents assist journey-level positions in making major mechanical repairs by performing such tasks as disassembling and assembling engines, engine components or mechanical equipment, cleaning parts and inspecting them for wear, and performing routine Trades Specialist (Machinist) activities such as grinding valves and valve seats according to specifications and specific instructions.
- May operate a tow truck and other types of motor vehicles or equipment.
- Following operating manuals and specific instructions, makes repairs and performs routine service and preventive maintenance inspections on a variety of mechanical equipment such as laundry and kitchen equipment, water pumps and circulators and sterilizers to insure efficient and trouble free operation. Cleans or replaces defective parts, adjusts equipment, lubricates moving parts, and checks and fills hydraulic units.

- May perform welding using electric or oxy-acetylene welding equipment not requiring complex planning and layout or the use of special procedures.

As assigned, a Service & Repair Assistant (Motor Equipment) functions as lead worker over a small maintenance crew usually consisting of Facility Operations Assistant 1 positions.

### Independence of Operation

A Service & Repair Assistant (Motor Equipment) is usually supervised by a higher-level trades position such as Maintenance Supervisor 1 (Motor Equipment), Service & Repair Mechanic (Motor Equipment) or Trades Generalist. Work priorities and the nature and extent of the work to be performed are prescribed and materials are furnished. When necessary, the work to be performed is laid out by a journey-level position who gives specific instructions, assists in performing the more difficult tasks and inspects the job while in progress and when completed to insure the quality of the work and that instructions were followed. However, a Service & Repair Assistant (Motor Equipment) may perform the activities of the class with considerable independence when supervision is not immediately available due to the geographic location of the assignment. In addition, incumbents are expected to perform the more routine repetitive tasks with considerable independence.

### Communication

The nature of a Service & Repair Assistant's activities generally restricts relationships to employees working within the same organization. On occasion, however, incumbents may be expected to orally communicate with motor vehicle operators and others to determine the nature and extent of damage and of the symptoms related to the mechanical malfunction. Written and verbal communications with the general public are not typical of this class. Although incumbents may have frequent verbal relationships with others, tasks of this class are predominantly object-oriented and involvement with others is not a factor in determining its classification.

### Supervision Exercised

As assigned a Service & Repair Assistant (Motor Equipment) is a lead worker of a small maintenance crew comprised of Facility Operations Assistants 1 and other unskilled workers. Incumbents make assignments, give instructions and provide aid in performing the work.

### Minimum Qualifications

Non-competitive: two years of experience in mechanical work under the supervision of a skilled tradesperson or completion of an appropriate two-year technical school course.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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