

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 7121000***

**Service & Repair Aide, NS**

Brief Description of Class

Service & Repair Aides assist in routine inspections and servicing of various types of equipment requiring maintenance and repair under direct supervision of semi-skilled or skilled trades supervisor.

Illustrative Duties

- Performs routine and unskilled tasks in the inspection, repair, and maintenance of automotive equipment and other machinery such as mounting and dismounting snowplows, salt spreaders, engines, transmissions, and differentials, performing minor engine tune-ups, changing oil, tires, and batteries and cleaning and polishing vehicles, reports deficiencies and problems to higher level staff.
- 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 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.
- Assists in the installation of heating, refrigeration and air-conditioning units and systems under close supervision by performing such tasks as mounting compressors, condensers and other components in specified locations; cutting, threading and connecting tubing to inlets and outlets of components; installing control mechanisms and assembling components of systems following written

and schematic instructions; testing lines, connections and components for leaks with leak detector and making the necessary repairs; recording temperature and pressure readings from gauges, and adjusting controls to bring readings within limits prescribed by the manufacturer.

- Performs seasonal start-up and shut-down operations on heating and air-conditioning units and systems to assure efficient and maintenance free operations.
- Periodically inspects and services heating, refrigeration, and air-conditioning equipment according to preventive maintenance schedules and equipment service manuals.
- May perform welding using electric or oxy-acetylene welding equipment not requiring complex planning and layout or the use of special procedures.

#### Minimum Qualifications

Non-Competitive: Demonstrated ability to perform assigned tasks and follow instructions.

**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 the work that might be appropriately performed by a class. The minimum qualifications above are those 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.

01/2024