

PERMANENT POSITION ANNOUNCEMENT

**State University of New York
College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778**

August 23, 2021

TITLE/SALARY GRADE: Service & Repair Mechanic (Motor Equipment) – Grade 12

DURATION: Permanent

SALARY: \$44,354 (Note: current or reconstructed salary for State employees in accordance with NYS Audit and Control)

POSITION DESCRIPTION

Perform skilled mechanical work in automotive repair shops in the maintenance, repair and overhaul of gasoline, electric and diesel powered self-propelled and non-self-propelled motor driven equipment. May perform routine maintenance and mechanical repairs on disabled vehicles, construction and other equipment in the field.

Typical job duties include, but are not limited to, the following:

- Assists in estimating the costs of repairs to vehicles and equipment;
- Maintains time and cost distribution records;
- Maintains and is responsible for tools, equipment, and inventory assigned to the vehicle garage;
- Requisitions and orders parts, supplies, and equipment;
- Maintains the shop and equipment;
- May be required to trailer vehicles;
- Operates other types of motor vehicles or equipment and serves as car, van, truck and/or bus driver for College, as needed;
- May supervises staff assigned to the shop.

MINIMUM QUALIFICATIONS:

Four years of experience as an automotive or diesel mechanic responsible for the diagnosis of faulty vehicle and/or equipment operation and the performance of mechanical repairs covering several aspects of automotive and/or diesel systems OR an associate's degree in automotive or diesel repair technology.

Substitution: Education as detailed below may be substituted for a maximum of two years of experience.

Graduation from a technical or vocational program, such as B.O.C.E.S, in automotive or diesel technology or automotive or diesel repair technology may be substituted for one year of experience.

Graduation from a one-year post high school certificate program in automotive or diesel repair technology may be substituted for up to two years of experience.

OPERATIONAL NEEDS: Must be available to work Monday - Friday 6:00 AM – 2:30 PM or 7:00AM - 3:30PM. This is a full time position based on a 40 hour workweek. May be required to work overtime based on operational needs (ex: serving as car, van, truck and/or bus driver for College activities). May be

required to travel to the College's Regional Campuses (ex: Tully, Wanakena, Thousand Islands and Newcomb, NY)

JOB REQUIREMENTS:

- Perform medium to heavy manual labor
- Use hand tools and operate motor driven equipment
- Understand and follow verbal and simple written instructions
- Perform more simple and routine tasks independently
- The successful candidate will be subject to the provisions of the Omnibus Transportation Employee Testing Act (OTETA) which require pre-employment, post-accident, reasonable suspicion, random and return to duty tests.
- Must possess and maintain NYS DMV inspection license OR have the ability to acquire within six months from hire date
- Must possess and maintain a valid CDL-Class B Driver's License, with airbrake endorsement and passenger endorsement without restriction OR have the ability to acquire within nine months from hire date

APPLICATION PROCEDURE:

- For ESF-OSU internal applicants – complete the Physical Plant Internal Vacancy Application Form available in the Office of Human Resources or call (315) 470-6611 to have one sent.
- For all other applicants - Employment application is required to be submitted on-line at <http://www.esf.edu/hr/>

APPLICATION DEADLINE:

- For ESF-OSU internal applicants – September 7, 2021
- For all other applicants - although applications will be accepted until the position is filled, candidates should submit their application by September 7, 2021, to assure optimal consideration

Approval must be granted by Civil Service prior to filling this position pending clearance of redeployment roster, transfer list, reemployment roster, or placement roster.

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” institutions of higher education are required to prepare an annual report containing information on campus security policies and campus statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by SUNY-ESF; and on property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a printed copy of this report by contacting SUNY-ESF University Police at 315-470-6667 or by accessing the following web site: <http://www.esf.edu/univpolice/crimereports/>

SUNY ESF is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time,

please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.