

City of New York/Parks & Recreation
Seasonal Job Vacancy Notice
Office Title: Auto Service Worker
Salary: \$15.75 per hour
Duration: 6 months beginning on March 7, 2016
Work Location: Randall's Island, Manhattan

As stewards of nearly 14 percent of New York City's land, the Department of Parks & Recreation builds and maintains clean, safe, and accessible parks citywide and programs those parks with recreational, cultural and educational activities for people of all ages. Through this work, Parks & Recreation improves people's lives, providing outlets for creative expression, opportunities for healthy recreation, and exposure to the restorative beauty of the natural world.

POSITION DESCRIPTION

1. Under supervision, perform automotive preventive maintenance services such as inspections, battery service, patching and changing tires and oil changes and assist in performing automotive repairs.
2. Clean, wash and polish vehicles; clean interiors of vehicles.
3. Dispense gasoline and oil. Check the level and refill automotive fluids such as coolant, oil, transmission and brake fluids.
4. Assist in performing tune-ups and repairs, in shops and on the road, and in replacement of engine parts, drive trains, transmissions, steering gear and components, ignitions, heating and cooling systems, sirens and back-up warning tone systems.
5. Operate motor vehicles to test repairs. Operate a tow truck, when required.
6. May be assigned to remove and replace complete units, e.g. brake shoes, leaf springs, carburetors and other related components.
7. Assist in diagnosing leaks and brake systems and testing parts and other systems.
8. Maintain and update vehicle service and repair records.

QUALIFICATION REQUIREMENTS

1. Two years of full-time satisfactory experience, acquired in an automotive repair shop or gasoline service station within the last ten years, performing automotive maintenance services, such as inspection, lubrication and oil changing; or
2. Graduation from a trade, high school, vocational high school or technical high school approved by a State's Department of Education or a recognized accredited organization in a course of study in automotive maintenance and repair; or
3. An Associate degree from an accredited college with a major in automotive technology.

LICENSE REQUIREMENTS

At the time of appointment, all candidates must possess a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment. For certain positions, a NYS Class A Commercial Driver License (with Towing Endorsement) or a NYS Class B Commercial Driver License (with Air Brakes) is required. This license must be maintained for the duration of employment. Note: Candidates may qualify with a Commercial Driver License Learner's Permit and must obtain the required license within 180 days of appointment.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Excellent communication and organizational skills.
2. Ability to work rotating shifts, nights, and weekends as needed.

To apply, please submit cover letter & resume to:
Michele Lignore-Diaz Email: recruit.cws@parks.nyc.gov

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AND
THE CITY OF NEW YORK / PARKS & RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
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