



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

**TITLE:** **AUTOMOTIVE SERVICE WRITER**  
(Provisional\* Appointment)

**SALARY:** \$36,682 - \$48,327 annually

**LOCATION:** Monroe County Department of Environmental Services

**HOURS:** Normally Monday – Friday - 40 hours per week. 24/7 operation may require extended days, overtime, standby, call in, weekends, holidays

### **JOB SUMMARY:**

This position is responsible for initiating automotive and heavy equipment repair by ascertaining performance problems, verifying warranty and service contract coverage, developing cost estimates. The employee will be required to obtain a New York State Learner's Permit for a Class \*B\* Commercial Driver's License (CDL) within the first month of employment, and a Class \*B\* CDL within the first eight (8) months of employment, with the employing agency providing sufficient training and road time to obtain both. Failure to meet the above license requirements will result in separation from the position. The employee reports directly to, and works under the general supervision of a Fleet Manager or other higher-level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree in Automotive Mechanics, Automotive Technology, Apprentice Training-Automotive, Automotive and Diesel Technology, Automotive/Diesel and Industrial Technology, or a closely related field; OR,
- (B) Possession of a Certificate from a technical institute, or regionally accredited or New York State registered college or university in one of the fields mentioned in (A) above; OR,
- (C) One (1) year paid full-time or its part-time equivalent experience in automotive repair, or automotive parts ordering, stock and inventory, or selling automotive parts; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

### **SPECIAL REQUIREMENTS:**

Possession of a valid New York State Class \*D\* driver's license at time of appointment, with the condition of obtaining a Class \*B\* CDL Learner's Permit within the first month of employment and a Class \*B\* CDL within the first eight (8) months of employment.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate.

**SPECIAL REQUIREMENTS (continued):**

No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** January 1, 2024

**Posting Deadline:** Until filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.