

VILLAGE OF LARCHMONT
OFFICE OF THE
VILLAGE ADMINISTRATOR



Village of Larchmont
120 Larchmont Avenue
Larchmont N.Y. 10538
(914) 834-6230 Ext. 1
administrator@larchmontny.gov

Posting Date: Wednesday, January 24 2024

Job Announcement – Automotive Mechanic

The Village is seeking qualified applicants for the position of Automotive Mechanic with the Larchmont Department of Public Works.

Qualifications: This position requires a thorough knowledge of the tools, techniques and terminology associated with the automotive mechanic's trade. The ideal candidate will have expert experience in gas and diesel engines, light duty and heavy-duty vehicles as well as cooling, exhaust, hydraulic, electrical, fuel and air conditioning systems. Physical endurance commensurate with the duties, ability to lift heavy weights, willingness to work under all weather conditions, good physical condition and the ability to operate construction equipment. The preferred candidate will have their own hand tools and a minimum of five (5) years' experience in the field. The ability to work independently, communicate effectively and the ability to use a computer is necessary. A valid New York State Driver's License Class "D" is required and a NYS CDL Class "B" w/air brake endorsement is required to complete the probationary period. A New York State Inspector's license and/or ASE Certification is not required but preferred.

Duties may include: Scheduling and performing preventative maintenance for all Village vehicles and equipment, troubleshooting and diagnosing issues, ordering parts and shop supplies, managing warrantee work, mounting and balancing tires, replacing hydraulic hoses, some welding, brake jobs (automotive and truck), suspension repairs, replacing fuel pumps, mounting and dismounting snow plows, maintaining service records. May perform other related tasks as needed by the Village such as snow plowing, loading/driving trucks.

Salary & Benefits: This position has a starting annual salary in the range of \$69,568 and \$79,853 depending on qualifications. The comprehensive benefit package includes but is not limited to vacation, sick leave, uniforms, deferred compensation retirement plan, health & dental insurance and membership in the New York State Retirement System (pension). Reporting hours are 7:00am to 3:30 pm, Monday through Friday, at the Larchmont Department of Public Works, 2015 Boston Post Road, Larchmont, NY 10538.

To Apply: Interested candidates should submit a cover letter and resume to Justin Datino, Village Administrator. Submission preferred via email at administrator@larchmontny.gov, or hard copy / delivered to:

Village Administrator
Larchmont Village Hall
120 Larchmont Avenue
Larchmont, NY 10538

Deadline: Requested no later than Friday, February 9, 2024, 3:00 PM but will remain open until filled.

The Village of Larchmont is an Equal Opportunity Employer.