



Posting Date: Friday, March 6, 2026

Job Announcement – Automotive Mechanic
Village of Briarcliff Manor Department of Public Works

The Village of Briarcliff Manor Department of Public Works is seeking a skilled and motivated **Automotive Mechanic** to join our team. We have two open positions.

Position Overview

This position involves skilled mechanical work in the maintenance and repair of a wide range of vehicles and equipment. The ideal candidate is experienced in diagnosing, maintaining, and repairing both **gasoline and diesel engines** (Class 2 through Class 6) and has hands-on proficiency with modern diagnostic tools and software.

Minimum Qualifications

- Thorough knowledge of the **tools, techniques, and terminology** of the automotive mechanic trade.
- Experience with **gas and diesel engines**, including diesel emissions, air brakes, cooling, exhaust, hydraulic, electrical, fuel, and air conditioning systems.
- Ability to accurately diagnose vehicle issues using professional diagnostic equipment (not limited to basic internet searches).
- Physically capable of performing the duties of the job, including lifting heavy objects and working in all weather conditions.
- Must be able to **operate construction equipment** as needed.
- **Minimum of three (3) years' experience** in the automotive repair field.
- Ability to **work independently, communicate effectively**, and utilize **computers and fleet maintenance software**.
- Must possess or obtain the following licenses/certifications:
 - **Valid NYS Class D Driver's License** required at hire.
 - **NYS CDL Class B with air brake endorsement** required by end of probationary period.
 - **NYS Motor Vehicle Inspector's License** and/or **ASE Certification** preferred but not required.
 - Possession of personal hand tools required.

Typical Duties

- Inspect, diagnose, maintain, and repair diesel, gasoline, and construction equipment (e.g., dump trucks, loaders, excavators, sweepers, tractors, emergency vehicles).
- Operate automotive testing equipment, power tools, and diagnostic systems.
- Diagnose and repair electronic engine controls, emissions, hydraulic, electrical, brake, suspension, heating, and air conditioning systems.
- Perform light body work (e.g., fenders, bumpers, door hinges, windows).
- Perform basic welding and fabrication using standard techniques (oxy-acetylene, plasma cutting, MIG, stick welding).
- Maintain and repair small engines (chainsaws, mowers, blowers, trimmers, saws).
- Maintain and repair snow removal equipment (plows, sanders, snow blowers).
- Schedule and perform preventive maintenance for all Village vehicles and equipment.

- Order parts and supplies; manage warranty and service records.
- Perform tire mounting/balancing, brake and suspension repairs, hydraulic hose replacement, and related tasks.
- Assist with snow plowing and other Public Works duties as needed.
- Follow all departmental and industry **safety protocols** and maintain a **clean, hazard-free work environment**.
- Remain current with emerging automotive technology and continuously develop professional skills.

Compensation & Benefits

- **Salary:** \$86,129 – \$98,049 **Comprehensive benefits package** includes:
 - Health and dental insurance
 - NYS Retirement System pension
 - Deferred compensation plan
 - Paid vacation and sick leave
 - Uniforms allowance, tool allowance
 - CSEA union

Work Hours: Monday – Friday, 7:00 AM to 3:30 PM

Location: Department of Public Works, 10 Buckhout Road, Briarcliff Manor, NY 10510

Application Process

Interested candidates should submit a **cover letter and resume** to:

Josh Ringel, Village Manager

Email: VillageManager@briarcliffmanor.gov

Deadline: Requested no later than **April 9, 2026, 3:00 PM**, but will remain open until filled.

The start date is anticipated to be between late April 2026 and mid-May 2026, however this is flexible.

Note: As part of the final interview stage, top candidates will be required to successfully diagnose a Village vehicle.