



Job Vacancy Announcement

Title: Student Assistant		Notice Number: R03-23-43
Program Area: Region 3, Fleet Administration Cayuga, Seneca, Cortland, Tompkins, Onondaga, Oswego		
Item Number: Various	Bargaining Unit: CSEA OSU (03)	Issued Date: 4/1/2023
Occupational Category: Skilled Crafted, Apprenticeship, Maintenance		Expiration Date: 12/31/2023
Salary Grade: NS	Salary Range: \$18.94	Salary Reported: Hourly

Appointment

Employment Type: Select One	Part-Time Percent*:	Accept 55b/c candidates:
Appointment Type: Temporary	Jurisdictional Class: Non-competitive	
Travel Percentage:	Posting Location: StateJobsNY Public	

Schedule

Work Week: Mon-Fri	No. Hours per Week: up to 40	Workday Hours: up to 8
Compressed Workweek Allowed: No	Mandatory Overtime: No	
*Telecommuting: No		

Location

Region: 3	County: See Additional Information	Street Address:	
City:	State: New York	Zip:	

Minimum Qualifications:

Must be currently enrolled in an automotive or diesel repair technology program

Duties Description:

Under the supervision of a Service and Repair Mechanic (Motor Equipment), Student Assistants will observe the performance of vehicle diagnostics; mechanical, electrical, and hydraulic repairs on vehicles and equipment.

Student Assistants will have the opportunity to assist with such routine tasks as brake jobs, oil changes, and other minor maintenance work.

Student Assistants will also be instructed on opening work orders, documenting work performed; or be assigned to a parts room where they will research and order part and go out on parts deliveries.

There may be other job shadowing opportunities with appropriate Fleet Management staff.

Responsibilities may include serving a role within the Incident Command System to support the department's response to regional and statewide emergency situations.



To Apply:

Qualified candidates should submit a letter of interest and a current resume, titled by last name, with the Notice Number **R03-23-43** and last name in the subject line and referenced in the letter of interest to:

Administrative Services Unit
NYS Department of Transportation
333 E. Washington St. Syracuse, NY 13202
Email: R3-HR-personnel@dot.ny.gov
Fax: (315) 428-4283

*****PLEASE INCLUDE R03-23-43 IN SUBJECT LINE*****

Note: Applications are being accepted continuously.

Additional Information:

Region 3, Fleet Administration & Support, in the following counties: Cayuga, Cortland, Onondaga, Oswego, Seneca and Tompkins.

***Telecommuting: Opportunities to telecommute will be discussed at interview.**

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 Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.

The New York State Department of Transportation is an equal opportunity/affirmative action employer. Women, minority group members, disabled persons and Veterans are encouraged to apply. Upon request, reasonable accommodations will be provided for the disabled.

In compliance with Public Law 99-603, candidates selected for appointment must provide an original document to prove their citizenship and/or legal right to work in the United States.