

MAINTENANCE MECHANIC

Minimum Qualifications: Three years of experience in general building construction, maintenance, or repair in one or more of the standard trades such as carpentry, plumbing, electrical work, masonry, etc.

Reports to: Director of Facilities II

Essential Job Function-Distinguishing Features of the Class:

The work involves responsibility for performing a variety of skilled mechanical and other maintenance, repair and construction-related tasks. Although employees of this class, because of individual skill, training, or experience, generally devote a greater part of their time to a particular specialized field, they are required to work in various mechanical fields as the occasion demands. The work performed includes carpentry, masonry, plumbing, painting, heating or electrical installation, maintenance, and repair. The employee works under general supervision allowing for the exercise of independent judgment in carrying out the details of the work. Direct supervision may be exercised over the work of subordinate employees. A Maintenance Mechanic does related work as required.

Performance Responsibilities-Typical Work Activities:

1. Installs and repairs electrical wiring and equipment.
2. Cleans, maintains, and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressor motors, and generators.
3. Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows, and locks.
4. Installs and repairs water lines, plumbing fixtures such as sinks, toilets and showers.
5. Operates and/or performs repairs on motor vehicles, and other motorized equipment.
6. Repairs windows, doors, floors, walls and furniture, roofs, projectors, screens, and sprinklers.
7. Performs masonry duties such as mixing plaster and concrete, laying brick or blocks, preparing forms, installs reinforcing rod, and pouring concrete.
8. Lays out worksites with survey instruments following blueprints.
9. Performs preventive maintenance on agency vehicles, equipment, and fixed property.
10. Prepares surfaces and paints exteriors and interiors of buildings, structures, and equipment.
11. Performs general grounds maintenance activities.
12. Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation.
13. May braze, flame-cut, and weld to fabricate or repair equipment.
14. Confers with supervisors on maintenance, repair, construction, and operational needs.
15. May maintain records and reports of maintenance performed and materials received and used.
16. Loads and unloads materials and supplies and records goods received and shipped.
17. May on occasion, perform housekeeping and cleaning tasks.
18. May supervise the work of maintenance workers, laborers, cleaners, or other subordinates.

Terms of Employment: 12 month position

Evaluation: Performance is evaluated by the Director of Facilities II.

Special Requirement: Possession of New York State Motor Vehicle Operator's CDL License with passenger endorsement at time of appointment.

Certified Pool Operator

Maintain required certifications and trainings.

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties

3/2014