

SENIOR MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising a crew of maintenance personnel and others involved in maintenance, repair and construction related tasks. An incumbent also performs a variety of skilled mechanical and other maintenance work.

Employees of this class may, because of individual skill, training or experience, generally devote a greater part of their time to a particular specialized field, but 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. Outside vendors or contractors are available to accomplish more technically demanding or complex repairs. Supervision is exercised over subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Makes periodic inspections to determine condition and need for maintenance or repair of grounds, buildings and equipment;
- Confers with superior and assists in planning work activities;
- Requisitions materials and maintains records and reports of maintenance performed and materials received and used;
- Installs and repairs electrical wiring and equipment;
- Cleans, maintains and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressor motors and generators;
- Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;
- Installs and repairs water lines, plumbing fixtures such as sinks, toilets, and showers;
- Repairs windows, doors, floors, walls and furniture, roofs, fire alarm systems and sprinklers;
- Prepares surfaces and paints exteriors and interiors of buildings, structures, and equipment;
- Performs general grounds maintenance activities;
- Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;
- May, on occasion, perform housekeeping and cleaning tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern buildings and grounds, maintenance and repair and construction practices; good knowledge of the common practices, tools, terminology and safety precautions associated with maintenance, repair and construction; a thorough knowledge of the practices and techniques of one of the standard trades and a good knowledge of one or more additional trades; ability to communicate, understand and execute oral and written directions; ability to lay-out work for oneself and others; mechanical aptitude; manual dexterity; a willingness to be available to respond to emergency situations; reliability; industry; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four years of experience in either general building construction, maintenance or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical, or masonry work.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Candidates must be eligible for appropriate New York State driver's license.

Revised: 02/27/92

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- Installs and repairs water lines, plumbing fixtures such as sinks, toilets, and showers;
- Repairs windows, doors, floors, walls and furniture, roofs, fire alarm systems and sprinklers;
- Prepares surfaces and paints exteriors and interiors of buildings, structures, and equipment;
- Performs general grounds maintenance activities, including trail maintenance;
- Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;
- Maintains safety records including MSDS;
- Assists with the preparation of the department budget;
- Prepares work schedules for departmental staff;
- May, on occasion, perform housekeeping and cleaning tasks.

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Revised: 08/17/2012