

MAINTENANCE MECHANIC II (COUNTY CENTER)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs a wide variety of apprentice level work in the repair, maintenance and servicing of the County Center and equipment which may involve acting as the skilled member of a small unspecialized work crew or as a skilled one-man maintenance force. Work usually results from written work orders or oral instructions. This is a high-level general handyman position involving both mechanical and building trades work. This position may require the use of high-level skills in various trades, but the high-level skill requirement is not usual in the absence of supervision from a more highly skilled employee. Responsibilities include staff scheduling and supervision of subordinate maintenance staff along with operational reporting. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Replaces and/or rebuilds new stairways, re-roofs building or rebuilds existing roofs, replaces and repairs porch steps, railings, floors; installs and repairs leaders, gutters and flashings;

Replaces door checks, resets doors, builds simple supporting structures and simple cabinets, and does miscellaneous carpentry repair;

Performs routine electrical and plumbing maintenance, repair and installation work, such as repairing and/or replacing electrical or plumbing fixtures, installing simple electrical circuits, installing small home heating systems, in part or in whole, etc.;

Performs routine maintenance and repair on small engine equipment including lawn mowers, irrigation systems, and filtration equipment;

Builds and repairs staging and decorative wooden structures for public exhibit or display;

Repairs and/or replaces both wooden and upholstered portions of public seating units;

Replaces broken glass and repairs windows;

Prepares furnaces for winter use by cleaning and repairing, or by replacing the heating system in part or in whole;

Repairs and maintains hot water, steam and hot air lines;

Repairs and builds simple masonry structures, facilities and appurtenances;

Maintains work area in a clean, orderly and safe condition;

Maintains records of work completed and prepares required reports;

Requisitions necessary materials and supplies as required and maintains records of their use to insure that materials are there when needed;

Recommends new equipment and new methods to increase productivity;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Estimates material cost and staffing requirements;

Compiles information needed for budget formulation;

Performs routine and emergency repairs and maintenance, both scheduled in response to emergency situations, as required;

May participate in snow removal as assigned.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the tools, techniques and terminology of two or more of the building and mechanical trades, one of which must be carpentry; good knowledge of the accident and safety precautions which generally apply to the building and mechanical trades; ability to use the tools of, and to make repairs in, carpentry and other building or mechanical trade in the maintenance of homes or public facilities; ability to work from sketches and blueprints; ability to follow written and oral instructions; ability to get along well with others; resourcefulness in work performance; initiative in completing assigned work; industriousness; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a high school or general equivalency diploma and three years of experience in building or equipment repair or maintenance; or (b) graduation from a pertinent high school level vocational course* and two years of experience in building or equipment repair or maintenance; or (c) completion of a pertinent two year post high school or trade school program* and one year of experience in building or equipment repair or maintenance; or (d) five years of work experience, three of which must have been in building or equipment repair or maintenance; or (e) any satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b), (c) and (d).

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.
J. C.: Non-Competitive
EMRC 1

Job Class Code: C2705
Job Group: VII