

MAINTENANCE MECHANIC I (EQUIPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for the efficient operation of a reproduction center, including scheduling work, maintaining supplies, duplicating, binding, folding and filing. The incumbent is also responsible for routine maintenance and cleaning of the equipment. Responsibilities may also involve directing the activities of the County's centralized mail delivery function. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Compiles and collates contract specifications or other documents for duplicating and binding;

Reviews assembled specifications for completeness;

Binds completed documents, using binding machinery;

Performs cleaning and makes repairs and adjustments on equipment related to duplicating and binding of documents, including copiers, binders, punches, etc.;

Carries out preventive maintenance programs on machines;

Requisitions supplies and materials for the proper (daily) operation and maintenance of machines;

Orders and maintains secure inventory of engineering supplies;

Assures receipt of supplies and maintains adequate inventory of paper and other necessary materials needed for proper operation;

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

May act as "Librarian" for engineering plans;

Routes contract specifications, plans and addenda to appropriate parties, including Board of Acquisition and Contract, engineers, contractors;

Maintains records of aged engineering data;

Trains personnel assigned to the section;

May perform other incidental tasks, as needed;

When assigned to Information Technology Data Center:

Exercises independent judgment in directing the activities for the County's centralized mail delivery function to ensure smooth operations and prompt mail delivery to County facilities and district offices in both southern and northern Westchester County;

Supervises subordinate staff by assigning mail delivery routes and by coordinating time and leave of staff to ensure continual service; evaluates work of subordinate personnel;

Responds to problems in the field by assessing situation(s) and developing solutions; recommends and implements changes to procedures as needed;

Keeps detailed records of automobile usage for billing purposes; ensures that vehicles assigned to mail delivery services are in good working condition;

Handles complaints from the field by investigating nature of problem and developing ways to resolve conflicts; ensures the needs of all County departments are met with regard to mail delivery;

Keeps departmental managers abreast of all developments out in the field; works out solutions to frequently encountered problems and/or complaints and makes recommendations on increasing efficiency;

Works closely with the administrative division of the department to ensure that the postage machine is sufficiently funded; ensures proper maintenance of postage machine and oversees updates as needed;

Keeps detailed records of transactions relating to all mail sent through postage machine;

Prepares monthly reports detailing postal usage;

Prepares detailed records relating to United States Postal Service bulk deliveries;

Keeps inventory of materials used by mail delivery section;

Keeps detailed records of assigned stops, ensuring that mail route information is kept up to date;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operation, cleaning, adjustment and maintenance of duplicating and binding machinery; good knowledge of types and uses of various duplicating material; skill in the use of common hand tools; ability to make basic mathematical computations; ability to maintain logs; ability to lay out and schedule work; ability to work under pressure with frequent interruptions assuring deadlines are met; ability to get along with others;

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good memory; good eyesight; physical condition commensurate with the demands of the position;.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years of work experience, two years of which must have either involved the operation and routine maintenance of modern duplicating, binding or related equipment; or which must have involved working in a mail facility.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Non-Competitive
DRC3

Job Class Code: C2728
Job Group: VI