

## LEAD MAINTENANCE MECHANIC (LABOR)\*

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the employee in this class is responsible for the completion of non-skilled work assigned to the crew. The incumbent of this position directs the work of labor crews engaged in general laboring work and must be able to participate wherever needed, along side the crew. Oversight is exercised over a labor crew, which is usually composed of unskilled and semi-skilled laborers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees labor crews engaged in unskilled or semi-skilled work, including but not limited to the following:

Road, slope, and shoulder re-grading;

Maintains planting areas, foot and bridle paths;

Participates in general building maintenance tasks such as changing light bulbs, repairing minor leaks, and replacing filters;

Lays and/or patches black top or concrete pavements, gutters, culverts;

Repairs guide rails, posts, fences, buildings, and bridges;

Paints traffic lanes;

Assists in preparing athletic fields for play including cutting grass, lining fields, removing debris, etc.;

Cleans, paints and maintains road equipment and real property;

Cleans gutters, drainage culverts and catch basins, removing leaves;

Sands streets and removes snow;

Cuts and rakes grass and brush, removing and burning same, and plants and maintains trees, shrubs and other plant material;

Maintains walking paths, driveways, and parking lots of municipal buildings and parks;

Uses and maintains power equipment such as lawn mowers, leaf blowers, grass trimmers, etc.;

Spreads topsoil and sodding greens;

Digs ditches, lays pipes, installs water hydrants and meters and repairs mains and sanitary sewers;

Moves furniture, equipment, and materials;

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

Keeps elementary time records and makes simple reports on work progress;

Keeps simple daily records on all equipment and material used by the labor crew;

May plan and lay out garbage routes and oversees the collection of garbage;

May operate a truck and other types of motor equipment;

May use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to plan, organize, and oversee the work of others; ability to give practical instruction to unskilled personnel; ability to maintain simple records; ability to understand and follow oral and/or written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in general construction or maintenance work; or (b) eight (8) years of experience as outlined in (a).

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to two (2) years of the work experience described above.

\*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.

Towns, Villages,  
Cities of Rye &  
Peekskill

J. C.: Non-competitive  
CSB1  
1b

Job Class Code: 0422

\* Formerly known as "Labor Foreman"