

MAINTENANCE MECHANIC (EQUIPMENT AND GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for both the performance of all grounds keeping activities as well as the maintenance, operation and/or repair of all tools and equipment used to maintain the grounds and parks of a school district or municipality, i.e. tractor and/or riding mower, weed wacker, snow plow, leaf blowers, power saw, dump truck, etc. Duties and responsibilities vary according to the season. Spring to fall, the incumbent primarily performs grounds keeping activities. Fall through winter, the duties are primarily geared toward the maintenance, repair and servicing of the equipment, and snow removal, as needed. An incumbent of this class may be required to work a flexible schedule, including weekends and evenings. Supervision may be exercised over subordinate maintenance personnel assigned to the department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Repairs and maintains all equipment used in the grounds keeping operation of a school district or municipality;

Cuts grass at all school/park facilities using riding mower and power mower;

Operates leaf blowers, tree trimming equipment, snow blowers/plows on properties; rakes leaves, prunes trees and shrubs, cuts down dead trees, cleans drains, shovels snow at assigned sites:

Maintains and repairs all equipment used for the recreational activities i.e. swings, jungle gyms, fitness equipment etc;

Maintains ball fields, tracks, playgrounds, walkways and/or trails;

Sets up and breaks down tables, chairs and equipment needed for special events in school/park facilities;

Services all equipment on a regular basis and maintains a record of repair performed i.e. oil changes, replacement of filters and/or blades, tune-ups;

Maintains and repairs machines and trucks used by the department i.e. weed wacker, mower, blowers, dump truck, snow plow, etc;

Maintains tools, including sharpening, cleaning, greasing, etc;

Orders parts and materials from the vendor or store needed for the repair and/or maintenance of the equipment and vehicles;

Performs routine and emergency repairs and maintenance at all sites;

May drive automotive equipment used to move materials from one site to another;

May assist with minor plumbing, heating and structural repairs as needed;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods and equipment used in grounds maintenance; good knowledge of the operation, maintenance and repair of automotive equipment; good knowledge of the operation, maintenance and repair of equipment used in the maintenance of buildings, walkways, etc; good knowledge of care and upkeep of grass areas; ability to repair automotive equipment and all other tools and equipment used for maintenance of grounds or parks; ability to understand and carry out oral and written instructions; ability to communicate with the public; ability to work effectively with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to keep simple records and reports; mechanical aptitude; initiative; dependability; flexibility; resourcefulness; physical condition commensurate with the duties and responsibilities of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or trade school or possession of a high school equivalency diploma and three (3) years of experience in the maintenance of grounds, which must have included the operation of mechanical grounds equipment and automotive equipment; or (b) seven (7) years of experience as defined in (a).

SPECIAL REQUIREMENT: At time of appointment, possession of a valid license, appropriate for the vehicle to be operated and issued by the New York State Department of Motor Vehicles. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Cities of Peekskill and Rye
School Districts, Special Districts

J.C.: Non-Competitive

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Job Class Code: S390 (School Districts)
0452 (Municipalities)