

## **MAINTENANCE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing a variety of skilled mechanical, maintenance, repair and construction related tasks. Although employees in this position, because of individual skill, training or experience, generally devote a greater part of their time to a particular specialized field, they are required to work in various maintenance fields as necessary. The work includes carpentry, masonry, plumbing, painting, heating or electrical installation, maintenance and repair. This position is distinguished from Maintenance Workers by the performance of skilled tasks a majority of the time and differs from Senior Maintenance Mechanic by the lack of crew leader responsibility. The employee works under general supervision allowing for the exercise of independent judgement in carrying out the details of the work. The incumbent may direct the work of subordinate employees at the job site. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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;  
Operates and/or performs repairs on motor vehicles, and other motorized equipment;  
Repairs windows, doors, floors, walls and furniture, roofs, projectors, screens and sprinklers;  
Performs masonry duties such as mixing plaster and concrete, laying brick or blocks, preparing forms, installing reinforcing rods and pouring concrete;  
Lays out worksites with survey instruments following blueprints;  
Performs preventive maintenance on agency vehicles, equipment and fixed property;  
Prepares surfaces and paints exteriors and interiors of buildings, structures, and equipment;  
Performs general grounds maintenance activities including snow removal;  
Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;  
May braze, flame-cut and weld to fabricate or repair equipment;  
Confers with supervisors on maintenance, repair, construction and operational needs;  
May maintain records and reports of maintenance performed and materials received and used;  
Loads and unloads materials and supplies and records goods received and shipped;

May, on occasion, perform housekeeping and cleaning tasks;  
May direct the work of Maintenance Workers, Laborers, or other subordinates.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and techniques of one of the standard mechanical trades;  
Good knowledge of modern building 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;  
Ability to communicate, understand and execute oral and written directions;  
Ability to lay-out work for oneself and others;  
Willingness to be available to respond to emergency situations;  
Mechanical Aptitude;  
Reliability;  
Dexterity;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Three years of experience in general building construction, maintenance or repair in one or more of the standard trades such as carpentry, plumbing, electrical work, masonry or related field.

**MINIMUM QUALIFICATIONS FOR BROOME COUNTY DEPARTMENTS:** Graduation from high school or possession of an equivalency diploma and three years of experience in general building construction, maintenance or repair in one or more of the standard trades such as carpentry, plumbing, electrical work, masonry or related field.

**SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:** Possession of the appropriate levels Motor Vehicle Operator's license.

R31            8/15/02

NON-COMPETITIVE