

MAINTENANCE MECHANIC I (REPAIR)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, performs a wide variety of apprentice level work in the repair, maintenance and servicing of buildings and equipment. This classification is distinguished by the fact that while an incumbent may be more proficient in a specific trade, the nature of the work is such that assignments may cross into all aspects involved in the maintenance and repair of buildings, equipment and grounds. An incumbent works independently on less complex and routine projects, under standard operating procedures, and under supervision on the more difficult jobs. As the employee's skill and knowledge increase, the employee receives less direction until at full performance level. Advancement depends on the assignment and performance of higher level duties on a regular basis and on position availability. In general, jobs involve learning such trade practices and skills as: the proper use of tools and equipment of the trade; the order of assembling parts and what tools and equipment are needed; how to read blueprints, sketches and technical manuals to understand the functions of the parts or systems; how to plan and layout work, to find faulty parts, to perform work; repair techniques to be used, including methods used in getting the right fits or tolerances; how to make adjustments and calibrations. 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;

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

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

Maintains records of work completed and prepares required reports;

Recommends new equipment and new methods to increase productivity;

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

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;

Depending on work location, may operate amusement park devices, participate in snow removal, etc., as assigned.

REQUIRED 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.