

SENIOR MAINTENANCE MECHANIC I (GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs a wide variety of grounds maintenance, repair, design and installation at the journeyman level. Work includes the laying out jobs sufficiently complex to require advanced planning and maintaining necessary records and supplies. Work is performed with considerable independence but usually results from written or oral instructions. Incumbents may work as part of a crew, serve as a lead worker on specific projects and/or may supervise a number of lower level maintenance and labor employees. The journeyman is fully proficient in the skills and practices of the trade, with full knowledge of the principles, tools and techniques. Duties also involve assisting in planning, repairs and alterations, estimating material and staffing requirements and preparing rough plans and sketches. The journeyman has the responsibility for determining methods, techniques, materials and devices best suited to complete projects. Work at this level may be completed with little or no check during progress or on completion, but the supervisor may check overall work to see that it meets trade standards. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Carries out landscape improvements including grading, planting and pruning or removal of trees, shrubs and the installation special design shrub and floral beds;

Plans regular, on-going maintenance activities, recommending schedule, equipment, material, staff, etc.; works with supervisor to implement emergency project plans as needed;

Performs the full range of duties related to the proper care of trees and woodlands including, but not limited to: trimming, removing, climbing, pruning, spraying and otherwise applying pesticides, cabling and treating wounds and disease operating appropriate tools, machinery and vehicles;

Maintains plant material including, fertilizing, pest, disease and weed control, watering, reseeding, etc.;

Plants, mows, prunes trees and hedges, weeds, cleans up leaves and litter, etc.;

Mows, sands, plows, and removes leaves;

Assists in securing information for budget formulation;

Depending on work location may operate equipment and devices such as trucks, plows, bucket trucks, backhoes, loaders, etc. and participate in snow removal and related activities;

Maintains and repairs roads, walkways, curbs, etc. and cleans and repairs catch basins, patches black top, etc. as necessary;

Maintains records of work done, supplies used and supplies needed, and requisitions necessary supplies;

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

Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the procedures and practices of grounds maintenance; thorough knowledge of the principles, practices and methods of arboriculture such as tree trimming, tree felling, tree spraying; thorough knowledge of the techniques of planting and culture of trees and shrubs; good knowledge of the techniques of minor road repair; familiarity with the techniques of landscaping, grading, drainage, irrigation; familiarity with agricultural chemicals such as fertilizers and pesticides; ability to work effectively with supervisory and executive personnel in carrying out the duties of the position; ability to understand and carry out written and oral instructions; 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 functions of the position; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) high school or equivalency diploma and four years experience in the maintenance of grounds; (b) six years of work experience including four years as indicated in (a); or (c) a satisfactory equivalent combination of training and experience.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the required experience. Education should show a concentration in agricultural or horticultural technology.

SPECIAL REQUIREMENTS:

(1) Depending on work assignment must possess a valid Commercial Drivers License (CDL) appropriate to the vehicle(s) operated.

(2) Depending on work assignment must be a Certified Pesticide Applicator in New York State, within the appropriate category.

(3) 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.