

SENIOR MAINTENANCE MECHANIC I (REPAIR)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs a variety of journey-level building maintenance and repair work, including inspecting buildings to determine the need for repair; planning and laying out jobs, and estimating the cost of materials and staffing requirements for work to be performed. This class differs from other Senior Maintenance Mechanic I positions in that work assignments may cross into all aspects involved in the maintenance and repair of buildings, equipment and grounds, rather than in one specific trade or maintenance skill. Incumbents work on an independent basis, but in most instances, work assignments result from written or oral instructions. The incumbent may work on their own, as part of a crew or as lead worker on specific projects and may supervise a number of lower level maintenance and labor employees. The journeyman is proficient in the skills and practices of a variety of trades, with full knowledge of the principles, tools and techniques used. The journeyman has responsibility for determining methods, techniques, materials, and/or devices best suited to complete projects. Work is performed with little or no check during progress; however, the supervisor may check overall work to ensure that trade standards are met upon completion. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs general repair, maintenance and alterations on various facilities, equipment and grounds;

Repairs, maintains, and constructs a variety of structural woodwork and equipment;

Repairs, maintains, assembles, and installs a variety of pipes, fittings and fixtures for plumbing and heating systems to ensure proper and efficient functioning;

Installs, maintains, repairs, and replaces plaster to produce finished surfaces;

Installs, maintains, repairs, and replaces roofs ensuring that structure is good repair;

Sets up and operates equipment and tools, and assembles parts to make or repair metal parts, mechanisms, tools machines, etc.

Repairs, installs, replaces, and maintains locking devices, ensuring that equipment functions correctly and efficiently;

Repairs, maintains, replaces, and installs electrical equipment to ensure that equipment functions correctly and efficiently;

Repairs, maintains, replaces and installs motors, machine parts, etc., using brazing and welding equipment to ensure that equipment functions correctly and efficiently;

Lays out jobs making up rough plans and sketches when needed;

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

Repairs, replaces, and maintains a variety of mechanical systems and devices to ensure that it functions correctly and efficiently;

Repairs, replaces, maintains, and installs a variety of masonry, including tile, concrete, brick and stone, etc.;

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

Requisitions items, supplies and equipment and maintains inventory records;

Recommends new equipment and methods to improve work performance;

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

Depending on work location, may operate equipment and devices, participate in snow removal, etc., as assigned;

Uses computer applications or automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques and terminology of at least one of the building trades and good knowledge of at least two others; thorough knowledge of the accident and safety precautions of the building trades; ability to lay out extensive maintenance, repair, reconstruction and alteration jobs in the most economical manner which adequately meet the need, specifying the amounts of materials to be used and the estimating time and material costs; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness and imagination in meeting new and unusual building and repair problems; initiative in carrying out repair work and in seeking improved work methods; physical strength and agility; 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 trade; or (b) graduation from a two year post high school or trade school course* and two years experience in the trade; or (c) seven years of work experience, five of which must have been in the trade; or (d) a satisfactory equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

NOTE: Repair includes a variety of trades including but is not limited to plumbing, electricity, masonry, painting, and carpentry.

*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.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License appropriate to the type of equipment operated.

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.