

## SENIOR MAINTENANCE MECHANIC III (BUILDING ENVIRONMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position supervises a staff, including at least one journeyman, in performing maintenance and repair. The incumbent inspects facilities and recommends action. The incumbent is responsible for planning and implementing a program to maintain and repair heating, ventilating and air-conditioning equipment to ensure that it works efficiently and effectively and to extend its useful life. The incumbent plans and lays out work, estimates materials, costs and staffing requirements. The incumbent performs and gives direct supervision to a wide variety of mechanical maintenance, repair and installation staff. Work is performed with considerable independence in accordance with departmental goals, procedures and trade standards. More complex jobs may require detailed instructions, blueprints or sketches from an engineer or technician. The incumbent is fully proficient in the skills and practices of the trade, with full knowledge of the principles, tools and techniques. The difference between this foreman level position and that of the journeyman, is that the foreman supervises at least one journeyman and may supervise a number of lower level full-time, seasonal and temporary personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and performs the repair, maintenance, and overhaul of heating and cooling units and their auxiliary equipment, including motors, water and oil pumps, air compressors, pressure reducing valves, water feed regulators, and all HVAC equipment controls to ensure that equipment works efficiently and effectively;

Supervises and performs the adjustment, recording and monitoring of building conditions using direct digital controls (DDC) building environment software;

Supervises, repairs and adjusts absorption and Freon refrigeration units involving work on pumps, tanks, circulating pumps, compressors, condensers, evaporators, cooling towers, expansion valves, etc. so that equipment will function properly;

Supervises and inspects, calibrates and adjusts HVAC controls and instruments;

Supervises and fabricates various specialized equipment from rough sketches and diagrams to replace parts when stock is not readily or reasonably available;

Supervises and performs the repair, maintenance and operation of small heating units and repairs various piping systems carrying high and low pressure steam, domestic hot water and domestic sewage;

Prepares and implements a preventive maintenance program;

Supervises machine shop operation, including lathe, drill press, grinding wheel and milling machine;

Lays out jobs, making rough plans and sketches when needed, interprets job orders, diagrams, specifications, etc.;

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

Establishes a training program and instructs, trains and evaluates subordinates;

Supervises and performs pipefitting soldering, welding brazing and duct repair;

Coordinates and monitors performance of construction and service contractors;

Makes an immediate inspection in the event of any mechanical breakdown or emergency and takes proper action for repair;

Insures that work areas are kept in a clean, orderly and safe condition;

Assists in the planning of repairs and alterations to mechanical devices;

Assigns daily work schedule to subordinate personnel to allocate resources to accomplish tasks required and makes routine inspections of assigned work to ensure that it is completed in accordance with trade standards;

Maintains time and production records;

Recommends new devices and equipment for more efficient mechanical operation;

Orders material and prepares budget request;

Assists in the operation of a HVAC generating and distribution systems, as assigned;

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 other automated systems such as spreadsheets, word processing, calendar, e-mail 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, processes, terminology and techniques associated with mechanical repair, maintenance and installation work; thorough knowledge of the accident and safety precautions of the trade; thorough knowledge of codes that apply to the trade; thorough knowledge of supervisory techniques and practices; knowledge of the processes, terminology and techniques associated with operation of building environment software systems and direct digital controls; ability to lay out and plan a mechanical repair or installation job in a most economical and satisfactory manner; ability to give effective supervision to lower level personnel; ability to work effectively with supervisory and executive personnel in carrying out the duties of the position; resourcefulness and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Con't):

imagination in meeting new and unusual mechanical repair problems; initiative in seeking new and improved work methods; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a high school or trade school, or equivalency diploma and eight years of mechanical repair, maintenance and installation experience, four of which must have included a wide variety of HVAC equipment including pumps, motors, chillers, fans and the operation of building environment software using direct digital controls without close supervision, two of which must have involved the lay out of work for others; or (b) twelve years of increasingly responsible experience in mechanical work including the specialized experience as stated in (a).

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

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 Education Department as a post-secondary, degree-granting institution.