

SENIOR MAINTENANCE MECHANIC III (REPAIR)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this foreman level position supervises subordinate staff, including at least one journeyman, in performing all aspects involved in the maintenance and repair of buildings, equipment and grounds. While an incumbent may be more proficient in a specific trade; this classification is distinguished in that 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. The incumbent inspects facilities and recommends action, and is responsible for planning and implementing a maintenance and repair program by planning and laying out work, and estimating materials, costs and staffing requirements. Work is performed with considerable independence and 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 practice of the trade, with full knowledge of the principles, tools and techniques. The distinction 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 works as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns daily work tasks to subordinates and makes routine inspections of work performed to ensure assignments are carried out efficiently, correctly and with consideration to the priority of work;

Supervises and participates in building construction work to ensure original construction layout is efficient, and that methods used are in accordance with safety standards; makes alterations and changes to plans as needed and in consultation with the appropriate staff;

Supervises and participates in the repair and replacement of various types of roofing and flooring, including tile to ensure safety; ensures methods used maximize the life of materials;

Supervises and participates in a variety of jobs using cement including patching of steps, foundations, sidewalks, etc.;

Supervises and/or performs electrical installation and repair work including rewiring buildings, repairing or installing outlets, connecting fixtures, etc.;

Supervises and participates in the installation, repair and maintenance of work stands, toilets, showers, drains, sinks, radiators and other equipment requiring plumbing connections;

Supervises and participates in the repair and replacement of a variety of plumbing connections, conveyances and systems including low pressure steam systems;

Lays out jobs by drawing up rough plans and sketches when needed;

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

Receives, checks and maintains stock to ensure availability of sufficient material to perform needed work;

Performs immediate inspections of structures, buildings, equipment, etc. in the event of an emergency and takes proper corrective action;

Plans repairs and alterations by estimating material costs and staffing requirements so resources will be efficiently and effectively allocated;

Prepares personnel time sheets, requisitions materials and supplies and prepares other reports;

Compiles information and assists in yearly budget formulation;

May supervise performance of service and maintenance contracts to ensure that work is performed according to accepted standards and contract specifications;

Ensures that work areas are kept in a clean, orderly and safe conditions;

Recommends new methods and equipment to improve work performance;

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

Participates in snow removal activities as needed;

May use 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, techniques and terminology of at least one of the building trades and a good knowledge of at least two others; thorough knowledge of the accident and safety precautions of the building trades; knowledge of HVAC systems and controls; ability to layout extensive maintenance, repair, reconstruction and alteration jobs in the most economical manner which adequately meet the need, specifying the amount of materials to be used and estimating time and material costs; ability to give effective supervision to lower level personnel; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; knowledge of computer applications such as spreadsheets, word processing, e-mail and database software; 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 eight years of building trade work experience, four years of which must have been in a wide variety of maintenance, repair and installation work, including or supplemented by two years of experience supervising and laying out work for others in a trade; or (b) completion of a two year post high school course* in building or construction technology and six years of building trade experience including two years of specialized experience; or (c) twelve years of experience in building trade work including the specialized experience listed in (a); or (d) a satisfactory equivalent combination of the training and experience as defined by the limits of (a), (b) and (c).

*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: 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.