

MAINTENANCE MECHANIC (REPAIR)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs a variety of skilled maintenance and repair work, involving two or more building trades such as masonry, carpentry, plumbing, electrical, painting, etc. The maintenance and repair work is primarily done in the buildings and/or grounds of a municipality or special district. Work is initiated by written work orders or oral instructions and is performed on an independent basis, with work checked out occasionally by his/her superior. The Maintenance Mechanic (Repair) differs from the Maintenance Mechanic (Utility) title in that the Maintenance Mechanic (Repair) does not perform specialized work in maintaining and repairing mechanical equipment used in a water and/or sewer treatment plant. Supervision may be exercised over the work of laborers or other subordinate maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Repairs and installs masonry surfaces such as sidewalks, curbs, manholes and catch basins;

Performs maintenance and repair on roadways, paths, parking lots, and walkways;

Mixes cement;

Constructs and installs cabinets, bookcases, shelves, platforms, bulletin boards, paneling, railing and partitions;

Frames out doors, windows, sidewalks and other structures made from wood;

Repairs window sashes and doors;

Repairs and refinishes office furniture;

Performs routine plumbing maintenance, repair and installation work such as replacing plumbing fixtures and repairing pumps;

Cleans stopped-up drains and does other emergency plumbing repair work;

Coordinates and oversees routine electrical maintenance repair and installation work as performed by an appropriately licensed electrician, such as repairing and/or replacing electrical fixtures and installing simple electrical outlets;

Monitors, repairs and maintains hot water, steam, hot air lines and heating and ventilating systems;

Prepares wood, metal, sheetrock and masonry surfaces for painting;

Mixes and applies paints, varnishes and stains to exterior and interior surfaces;

Replaces broken glass;

Installs ceiling and floor tile;

Installs and repairs leaders, gutters and flashing;

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

Maintains tools involved in work;

May perform groundskeeping tasks such as cutting grass, shoveling snow, etc.;

May operate a snow plow or salt spreader for snow removal and ice control as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the tools, techniques, and terminology of two or more building trades; good knowledge of the accident and safety precautions which apply to the building trades; ability to use tools and perform maintenance and repair work involving two trades; ability to work from sketches and blueprints; ability to follow written and oral instructions' ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; resourcefulness in work performance; initiative in completing assigned work; industriousness; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of maintenance and repair experience involving two or more building trades such as carpentry, painting, plumbing, masonry or electrical work; or (b) five (5) years of experience in two or more building trades as noted in (a) under the supervision of a skilled general maintenance mechanic.

SUBSTITUTION: Satisfactory completion of a vocational program* or trade school course* in any of the building trades mentioned above may substitute for two (2) years of the required work experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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, if operating a motor vehicle, must possess a valid license issued by the New York State Department of Motor Vehicles, appropriate for the type of vehicle to be operated. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions.