

DISTINGUISHING FEATURES OF THE CLASS: This position involves a variety of building maintenance and repair tasks of a skilled nature. Thorough knowledge of all mechanical groups is necessary with the ability to perform work from written plans. Incumbents perform their duties with latitude for independent planning or laying out of the work. Supervision of subordinate staff is a normal part of this class.

TYPICAL WORK ACTIVITIES:

Performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows hardware and varied mechanical equipment and machinery;

Installs shelving, storage cabinets and new hardware;

Installs traffic signals;

Maintains and ensures full operation of a central heating, ventilation and air conditioning systems;

Calibrates thermostats and controls;

Makes inspections of property and equipment to ascertain repair needs;

Estimates material required for repairs or determines corrective actions;

Orders equipment, supplies and repair parts;

Performs other assigned tasks.

FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the practices, processes, material and tools of building mechanical maintenance including HVAC, plumbing and electrical; thorough knowledge of modern building maintenance and repair practices; general knowledge of painting, carpentry, grounds, etc.; demonstrated competency in either general building construction or maintenance working in the HVAC, plumbing and electrical trades; ability to understand and implement oral and

building mechanical maintenance including HVAC, plumbing and electrical; thorough knowledge of modern building maintenance and repair practices; general knowledge of painting, carpentry, grounds, etc.; demonstrated competency in either general building construction or maintenance working in the HVAC, plumbing and electrical trades; ability to understand and implement oral and written directions; mechanical aptitude; dependability; and thoroughness.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or possession of a high school equivalency diploma and five (5) years of journey-level experience in one of the skilled trades: electrical; plumbing or HVAC, three years of which must be in the maintenance, installation and trouble shooting of commercial or industrial heating, air conditioning and ventilating systems.

SPECIAL REQUIREMENT: *HVAC certification preferred at time of appointment. In agencies where required, possession of an appropriate class of a New York State motor vehicle operator's license at the time of appointment.*

Y:\CLASPLAN\Building Maintenance Mechanic (County).doc
Last Reviewed: 12/16/02
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

Revised and Replaced in Classplan 7/24/2017
Revised in Classplan 9/26/17
Revised in SC Personnel Classplan 4/17/19
Revised and Replaced in Classplan: 12/28/2022