

BUILDINGS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in planning and design of construction, maintenance, repair, and improvement projects of county buildings, grounds, and facilities, including the planning and construction of new facilities or leasing of office space. Work is performed under general supervision with some leeway permitted for the use of independent judgment in planning, design, and implementation of technical phases of the work.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Inspects painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by custodial and maintenance employees or private contractors;

Inspects buildings and equipment periodically to determine maintenance needs;

Does blue line printing and photocopying;

Uses micro computer terminal and program software;

Inspects the work of contractors engaged in construction activities and prepares reports concerning work in progress;

Drafts plans and prepares specifications;

Develops energy control methods and prepares procedures for minimizing energy waste;

Assists in determining new facility requirements and prepares preliminary design proposals and cost analysis;

Assists in preparation of bid specifications on contract work and plans or prepares specifications on in-house construction or modifications of systems and equipment.

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Keeps records of maintenance and existing conditions of all county owned or leased buildings;

Assists in preparing budgets and monitoring project costs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of large-scale building operation and maintenance practices; good knowledge of building construction principles; good knowledge of building construction costs; working knowledge of the physical layout and basic construction of facilities owned or leased by the county; ability to inspect the work of contractors and mechanical tradespersons; ability to prepare preliminary sketches, working drawings, and specifications; ability to read and interpret contract documents and building codes; mechanical aptitude; dependability; and good judgment.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from an accredited two-year college with an Associate's Degree in Architectural Engineering, Architecture, or related field, and two (2) years of experience in either architectural design, building engineering, building construction, activities that included drafting, designing, and specification writing; or

(B) Four (4) years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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