

GENERAL MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing miscellaneous maintenance duties requiring a good knowledge of several building and/or mechanical trades. Duties of the position are likely to include carpentry, masonry, small engine repair, machine and automotive mechanics, plumbing, and electrical maintenance duties. General instructions are received regarding what tasks are to be performed. Considerable leeway is allowed for planning technical details of each assignment. Some leadership or guidance may be exercised over other workers assigned to assist with a particular project.

TYPICAL WORK ACTIVITIES:

Adjusts, cleans, repairs, and maintains oil burners;

Changes steam traps and rebuilds bucket traps on the steam system;

Performs basic service maintenance on heaters and blowers, including oiling, greasing, cleaning, and changing filters;

Installs, maintains, and repairs signal equipment such as remote control equipment, sign and alarm equipment, program clocks, bells and fire alarm systems;

Installs and maintains battery systems, battery chargers, lighting circuits, lighting fixtures, and other electrical equipment;

Inspects, installs, and replaces steam and other piping, radiator traps, valves, gauges, pumps and other accessories or fittings;

Grinds and packs valves, packs pumps, replaces worn pipe flanges and gaskets;

Repairs, refinishes, and constructs furniture and refinishes desks, chairs, and other items;

Performs a variety of building routine building maintenance tasks including changing electrical outlets, changing ballasts, basic plumbing repairs, replacing ceiling or floor tiles, and

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similar tasks;

Cleans and paints walls, woodwork, and floors;

Replaces light bulbs, fuses, fixtures, and makes minor electrical installations;

Replaces window glass and cords and repairs window frames;

Mows and trims lawns, terraces, and athletic fields;

Cleans and maintains athletic fields and prepares fields for use;

Sweeps sand from parking lots and driveways

Patches potholes, fixes fences, and performs routine grounds maintenance activities;

Repairs playground equipment;

Performs basic machinery and automotive repairs;

Assists in the performing of cleaning tasks as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the common practices, tools, terminology, and safety precautions used in standard trade professions such as plumbing, carpentry, heating and ventilation maintenance, and electrical maintenance; good knowledge of building maintenance practices, supplies, and equipment; good knowledge of the use of hand and machine tools; working knowledge of building cleaning and ground maintenance practices, supplies, and equipment; ability to work from plans and specifications; ability to follow rough sketches; ability to understand and carry out written and oral directions; ability to establish and maintain an efficient work schedule; good motor, hand, and eye coordination; and manual dexterity.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in building architecture, building construction, or a related field, and one year of experience in work involving substantial use of at least two standard skill trades such as plumbing, carpentry, electrical repair, masonry, and heating/ventilation maintenance; or
- (B) Three years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

Depending upon the requirements of the specific position, appointees may be required to possess an appropriate valid license to operate a motor vehicle in the state of New York and/or possession of specific trade licensure as may be required by rule, regulation, or local law.

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.