

## MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of skilled mechanical and other maintenance, repair and construction-related tasks. Although employees of this class, because of individual skill, training, or experience, generally devote a greater part of their time to a particular specialized field, they are required to work in various mechanical fields as the occasion demands. The work performed includes carpentry, masonry, plumbing, painting, heating or electrical installation, maintenance, and repair. The employee works under general supervision allowing for the exercise of independent judgement in carrying out the details of the work. Direct supervision may be exercised over the work of subordinate employees. A Maintenance Mechanic does related work as required.

### TYPICAL WORK ACTIVITIES:

- Installs and repairs electrical wiring and equipment;
- Cleans, maintains, and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressor motors, and generators;
- Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows, and locks;
- Installs and repairs water lines, plumbing fixtures such as sinks, toilets and showers;
- Operates and/or performs repairs on motor vehicles, and other motorized equipment;
- Repairs windows, doors, floors, walls and furniture, roofs, projectors, screens, and sprinklers;
- Performs masonry duties such as mixing plaster and concrete, laying brick or blocks, preparing forms, installs reinforcing rod, and pouring concrete;
- Lays out worksites with survey instruments following blueprints;
- Performs preventive maintenance on agency vehicles, equipment, and fixed property;
- Prepares surfaces and paints exteriors and interiors of buildings, structures, and equipment;
- Performs general grounds maintenance activities;
- Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;
- May braze, flame-cut, and weld to fabricate or repair equipment;
- Confers with supervisors on maintenance, repair, construction, and operational needs;
- May maintain records and reports of maintenance performed and materials received and used;
- Loads and unloads materials and supplies and records goods received and shipped;
- May on occasion, perform housekeeping and cleaning tasks;
- May supervise the work of maintenance workers, laborers, cleaners, or other subordinates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of modern building and grounds, maintenance and

repair, and construction practices; good knowledge of the common practices, tools, terminology, and safety precautions associated with maintenance, repair, and construction; a thorough knowledge of the practices and techniques of one of the standard trades and a good knowledge of one or more additional trades; ability to communicate, understand, and execute oral and written directions; ability to lay-out for oneself and others; mechanical aptitude; manual dexterity; a willingness to be available to respond to emergency situations; reliability; industry; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three years of experience in general building construction, maintenance, or repair in one or more of the standard trades such as carpentry, plumbing, electrical work, masonry, etc.

*SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION*: In agencies where required, possession of appropriate class New York State Motor Vehicle Operator's license at time of appointment.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/11/84