



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	BUILDING MAINTENANCE MECHANIC
Jurisdictional Class:	Non-Competitive
Civil Division:	All Civil Divisions
Adoption:	CSM 11/01/75
Revised:	CSM 04/18/2001, 06/13/2001, 09/11/2002; 2/18/04, 4/8/09, 3/10/10

DISTINGUISHING FEATURES OF THE CLASS:

Performs skilled building repair and maintenance work or supervises a number of semi-skilled workers in a buildings and grounds maintenance and repair program; does related work as required. This class involves a variety of building maintenance and repair tasks of a skilled nature. Although employees in this class, by reason of personal training and experience, generally devote most of their time to work of a single specialized field, they are required to work along various mechanical lines as the occasion demands. In this respect the class differs from such classes as Painter, Carpenter, Plumber, etc., which limit incumbents to a single trade. The duties of this class differs from Building Maintenance Person by reason of the more skilled nature of the work involved. Incumbents perform duties with some latitude for independent planning or laying out of the working details. In those cases where supervisory responsibilities are involved the Building Maintenance Mechanic acts as foreman over a number of workers who perform maintenance and repair jobs of a semi-skilled nature.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and/or performs repairs to: plumbing, heating or steam lines, electric wiring and equipment, furniture, doors and windows, hardware, masonry, roofing, walls, floors and ceilings;
Installs shelving, storage cabinets and new hardware;
May use power equipment to perform above tasks;
Does skilled painting work;
Oversees and takes part in ordinary building cleaning operations;
Oversees the operation and repairs a central heating and/or cooling system;
Makes inspections of property to ascertain repair needs;
Estimates material required for repairs;
Keeps daily time and material records;
May supervise and participate in a general grounds maintenance program, including snow removal and ice control;
May operate a motor vehicle or other motorized equipment;
May repair pumps, motors and replaces seals on various cooling, refrigeration and heating systems;
May repair and replace broken or ruptured water lines;
Performs minor maintenance to electrical, diesel and gasoline driven equipment;
Prepares a variety of records and reports related to the work;
Performs related tasks as directed by supervisor;
May participate in the general maintenance of buildings which may include Carpentry, Masonry, Plumbing, HVAC, Electrical, Painting and other maintenance work.

TYPICAL WORK ACTIVITIES, continued for:**CATO-MERIDIAN CENTRAL SCHOOL AND PORT BYRON CENTRAL SCHOOL ONLY:**

Mows, rakes and cuts grass, edges sidewalks and trims shrubbery, plants and cares for trees, shrubs and plants using hand and power equipment;

Operates trucks, mowers, tractors, snow blowers and snowplows in performance of duties;

Requisitions and maintains inventory of supplies, tools and equipment necessary for grounds maintenance activities;

Establishes and implements a preventative maintenance program for grounds equipment, stands and bleachers;

Prepares schedule of storm watch and shares watch duties with Head Custodian;

May request assistance from the Head Custodian and coordinates work of and supervises assigned custodial or maintenance staff in snow removal, grounds maintenance, or emergency repairs to athletic equipment, bleachers or stands;

May perform other routine manual tasks as assigned by supervisors including sorting and delivering mail or messenger activities;

Prepares and presents budget for grounds maintenance requests for ensuing year to Business Manager;

May recommend grounds improvements to Business Manager or other district official.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained;

Good knowledge of one or more additional trades;

Good knowledge of modern buildings and grounds maintenance and repair practices;

Familiarity with the operation and maintenance of heating and cooling systems;

Ability to plan and supervise the work of others;

Ability to understand oral and written directions;

Mechanical aptitude;

Dependability;

Thoroughness;

Good physical condition.

MINIMUM QUALIFICATIONS: EITHER:

- (A) 1 year of experience as a journeyman in one of the recognized skilled trades; OR
- (B) 4 years of experience in either general building construction or maintenance work in one or more of the standard trades, such as Carpentry, Plumbing, Electrical; OR
- (C) Any equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

NOTE: If the position requires the operation of a motor vehicle then the following special requirement applies:

Eligibility for an appropriate level NYS Driver's License at the time of application for appointment.

Possession of the license at time of appointment.