

## **BUILDING MAINTENANCE MECHANIC II (HEATING & VENTILATING)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves semi-skilled and skilled tasks in the operation, maintenance and repair of building heating, ventilating, air conditioning and plumbing\* systems. Depending upon the agency, incumbents are responsible for assisting the Heating and Ventilating Supervisor, plumbers or other skilled heating and ventilating personnel when working on technical assignments. Routine maintenance tasks in these systems are handled more independently. Work is performed under general supervision of a higher level employee. Supervision is not normally a function of this position. Employees are required to report to work as needed to cover emergency situations and to participate in snow and ice control activities.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in this series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs appropriate operating, adjustment, repair, maintenance and safety practices and procedures for heating, ventilating, air conditioning and plumbing\* equipment and systems;
2. Cleans, lubricates and services heating, ventilating, air conditioning and plumbing\* equipment;
3. Repairs and replaces electrical controls, thermostats, relays, pumps, pipes and related equipment;
4. Investigates complaints about heating, air conditioning and plumbing\* problems; and, depending upon the degree of skill needed to resolve the problem, either assists higher level personnel or works unassisted on the problem;
5. Participates in a variety of routine building maintenance activities;
6. Depending upon agency, may operate heating, ventilating and air conditioning systems in supervisor's absence;
7. Repairs pipes and traps in heating systems;
8. Assists plumber\* in installations of fixtures such as lavatory facilities, in cleaning stoppage in drains, in installing water piping, and other plumbing activities;
9. Participates in snow and ice control activities, which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions;
10. May be required to operate a motor vehicle in connection with assignment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the practice, tools and materials used in the maintenance and repair of buildings;  
Good knowledge of the construction, operation and maintenance and safety procedures of heating, ventilating, air conditioning, plumbing\* and related equipment;  
Ability to repair and maintain heating, air conditioning and plumbing\* equipment in a safe and efficient manner;  
Ability to act quickly and efficiently in the event of mechanical failure;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:**

Three (3) years of paid work experience involving responsibility for the performance of building maintenance or construction trades, two (2) years of which primarily involved the installation, operation or maintenance of heating and ventilating equipment.

**SPECIAL REQUIREMENT:**

A department head may require the possession of a valid New York State Driver License at the time of appointment and to maintain position.

\*In those agencies where heating and ventilating units include plumbing responsibility.

TR1405

ADOPTED: 06/11/85

REVISED: 07/01/91

05/29/98

10/27/15