

BUILDING MAINTENANCE MECHANIC I (HEATING & VENTILATING)

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position which involves a variety of unskilled and semi-skilled tasks in the maintenance of building heating, ventilating, air conditioning and plumbing* systems. An incumbent of this position will receive on-the-job training in these systems under direct supervision of higher level personnel in the Heating and Ventilating Unit. As experience and training increases, more complex work responsibility will be assigned. 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:

The following is 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. Learns appropriate operating, adjustment, repair, maintenance and safety practices and procedures for heating, ventilating, air conditioning and plumbing* equipment and systems;
2. Learns the appropriate chemicals and solutions to be used in heating and ventilating maintenance and tests;
3. Assists in the cleaning, lubricating and servicing of heating, ventilating, air conditioning and plumbing* equipment;
4. Assists in the repair and replacement of electrical controls, thermostats, relays, pumps, pipes and related equipment;
5. Participates in a variety of routine building maintenance activities;
6. Attends training courses and seminars;
7. Paints boiler equipment and/or boiler room;
8. 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;
9. May be required to operate a motor vehicle in connection with assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of practices, tools and materials used in the maintenance and repair of buildings; ability to obtain a good knowledge of the construction, operation, and maintenance and safety procedures of heating, ventilating, air conditioning, plumbing* and related equipment; ability to learn how to repair and maintain heating, air conditioning, and plumbing* equipment in a safe and efficient manner; ability to understand and follow oral and written directions; ability to act quickly and efficiently in the event of mechanical failure; mechanical aptitude; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of paid work experience involving responsibility for the performance of building maintenance or construction trades.

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SPECIAL REQUIREMENTS:

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 for the agency.

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