

BUILDING MAINTENANCE MECHANIC I

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position which involves responsibility for a variety of unskilled and semi-skilled tasks in the maintenance of buildings, facilities and equipment. As an employee becomes more experienced in building maintenance, he/she will assume more semi-skilled job responsibilities. Work is performed under the general supervision of a higher level employee. Supervision is not normally a function of this class; however, with experience, incumbents may exercise direction over work relief, seasonal or part-time employees. 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. Performs routine building maintenance and cleaning tasks;
2. Assists trades people in carpentry, electrical, plumbing, masonry, painting, and heating and ventilating labor work;
3. Replaces light bulbs, fixtures, ballasts, starters, wall switches, plugs, cover clips, etc.;
4. Moves and relocates office furniture and equipment;
5. Unloads delivery trucks and distributes supplies;
6. Repairs office furniture, desks, chairs, cabinets, shelves, picture frames, etc.;
7. 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;
8. Checks performance of and cleans heating systems;
9. Performs a variety of cleaning duties including but not limited to washing walls, polishing floors, cleaning bathrooms, bus stops/shelters or performing minor repairs;
10. Paints, stains and varnishes interior and exterior surfaces as directed;
11. Operates power tools such as saws, drain snakes, drills, sanders, etc.;
12. Requisitions tools and supplies necessary in the performance of assignments;
13. May keep simple records and make reports of building maintenance and repair activities;
14. May perform a variety of groundskeeping duties such as the maintenance of lawns;
15. May be required to perform security duties;
16. May be required to operate a motor vehicle in connection with assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; ability to read plans and sketches; ability to follow oral and written directions; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

BUILDING MAINTENANCE MECHANIC I (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) One (1) year of paid work experience in a position involving responsibility for the performance of building maintenance or construction;
- OR: (B) Two (2) years of building cleaning or security which involved minor maintenance responsibility;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

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

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