

HEAD BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for skilled building maintenance and construction work and the supervision of a group of subordinate employees. The work is performed under the general supervision of a Building Maintenance Supervisor. This position is distinguished from that of Building Maintenance Mechanic III by virtue of the wider scope of supervisory responsibility over subordinates including specialized trades people and Building Maintenance Mechanics I and II. In the absence of the Building Maintenance Supervisor, the incumbent is responsible for the supervision of the Building Maintenance Mechanics III and also acting for the Building Maintenance Supervisor. Due to personal training and/or experience, the incumbent will specialize usually in one trade more than others; however, supervisory responsibility for other trades will be expected. This position fills the critical role of a “hands-on” working supervisor.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by the lower level titles in this series:

1. Coordinates, supervises and participates in plumbing, electrical, carpentry, masonry, painting and mechanical repair and renovations;
2. Maintains the inventory of materials, parts, equipment, tools, work clothes; and requisitions of the same when needed;
3. Keeps records and makes reports of building maintenance, repairs, preventive maintenance and renovation projects;
4. Works closely with the Building Maintenance Supervisor to perform time and attendance functions, conduct performance evaluations, and handle discipline problems;
5. Coordinates and supervises moving projects and works closely with affected departments;
6. Leads and participates in groundskeeping and snow removal activities;
7. Works with the Building Maintenance Supervisor to maintain a safe work environment;
8. With supervisor, may meet with contractors in planning projects;
9. May be required to operate a motor vehicle in connection with assignments;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; thorough knowledge of one or more of the construction trades; good knowledge of other trades in order to coordinate building projects; skill in the use of standard tools and equipment of the trades; ability to plan, oversee and evaluate projects; ability to coordinate and supervise the work of others, ability to read and understand diagrams and blueprints; ability to carry out detailed oral or written instructions; mechanical aptitude; manual dexterity; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

HEAD BUILDING MAINTENANCE MECHANIC (Cont'd)

MINIMUM QUALIFICATIONS:

Five (5) years of paid work experience in the building maintenance or construction trades, two (2) of which involved skilled trades work.

SPECIAL REQUIREMENTS:

A department may require the possession of a valid New York State Motor Vehicle Operator's license at time of appointment.

TR1410

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