

MAINTENANCE MECHANIC

LOCATION: Tioga County Public Works Department,
CLASSIFICATION: Non-Competitive
SALARY: CSEA – Grade 5, 4, & 3 (County Depts.)
ADOPTED: March 2001 w/ attachment; Revised 08/08; 12/14, 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the repair and maintenance of buildings, grounds and equipment, and other structures. The work performed is of a general mechanical nature, which may include but is not limited to carpentry, plumbing, painting, welding, masonry, or electrical maintenance and HVAC systems maintenance. Although employees of this class, because of individual training or experience, generally devote a greater part of their time to a particular specialized field, they are required to work in various mechanical fields as the occasion demands. Employees in this class work under general supervision allowing for the exercise of independent judgment in carrying out the details of the work. Designation of the incumbent's supervisor may vary depending upon the location of the position. Direct supervision may be exercised over the work of Maintenance Mechanics and other subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Installs and repairs electrical wiring and equipment such as access control, fire alarm and motor controls diagnosis;
- Cleans, maintains and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressors, motors, generators and air conditioning/refrigeration equipment;
- Builds, repairs and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;
- Installs and repairs plumbing fixtures such as sinks, toilets and showers;
- Performs a variety of steam fitting, welding, sheet metal fabricating or machine shop activities;
- Repairs windows, doors, floors, walls, furniture and roofs;
- Performs masonry duties such as mixing plaster and concrete, laying walls, steps, floors and foundations;
- Prepares surfaces and paints exteriors and interiors of buildings and structures;
- Performs general grounds maintenance activities such as mowing, snow plowing, shoveling snow or spreading salt;
- May empty trash and recycling, do general cleaning, or washing windows, as directed;
- May supervise the work of subordinates on a work project.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; working knowledge of modern buildings and grounds maintenance and repair practices; working knowledge of electrical circuitry; working knowledge of the operation and maintenance of air conditioning and ventilating equipment; ability to understand and carry out oral and written instructions; ability to trouble shoot problems; ability to read wiring blue prints and diagrams, mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma and **EITHER:**

- a. One year of full-time experience or its part-time equivalent in one of the following recognized skilled trades: carpentry, electrical, masonry, plumbing, welding, HVAC, etc.; **OR**
- b. Two years of full-time experience or its part-time equivalent in general maintenance and construction; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (A) & (B).

SPECIAL NOTE: Possession of an appropriate level New York State driver's license at time of appointment and throughout duration of employment.

Maintenance Mechanic Classifications
Tioga County Public Works Department
Issued 3/2001

Maintenance Mechanic I -

Performance of duties of one of the following trades on a regular basis with occasional assistance in the other trades, while working under the direct supervision of a higher level maintenance mechanic: carpentry, electrical, masonry, plumbing, welding, bridge repair or HVAC.

Maintenance Mechanic II -

Performance of duties of two of the following trades on a regular basis with moderate supervision. Provides occasional assistance in the other trades while working under the direct supervision of a higher level maintenance mechanic: carpentry, electrical, masonry, plumbing, welding, bridge repair or HVAC.

Maintenance Mechanic III -

Performance of duties of three or more of the following trades on a regular basis under minimal supervision can handle projects independently: carpentry, electrical, masonry, plumbing, welding, bridge repair or HVAC. Performs all facets of project initiation and completion (creating materials list, purchasing, executing)