

SENIOR BUILDING MAINTENANCE MECHANIC

Location: Tioga County School Districts
Classification: Non-Competitive
Salary: Varies by location
Adopted: 9/06; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating, and supervising the repair and maintenance of school district-wide buildings and infrastructure. The work performed is of a general mechanical nature and may include but is not limited to plumbing, painting, masonry, heating or electrical maintenance and HVAC systems maintenance. Employees in this class work under the general supervision of the Superintendent of Buildings and Grounds or other school administrators, with some leeway allowed for the use of independent judgment in carrying out the details of the work. Leads and participates supervision is exercised over the work of Building Maintenance Mechanics and other assigned subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Schedules, oversees and participates in building maintenance and repair activities including, but not limited to, building construction, electrical and plumbing installations;
- Oversees and maintains heating and ventilation systems;
- Processes work orders and assigns tasks to employees;
- Participates in budget preparation in regards to building maintenance expenditures and activities;
- Cleans, maintains and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressors, motors, generators and air conditioning/refrigeration equipment;
- Performs skilled maintenance work on the infrastructure of school district buildings;
- Installs and repairs plumbing fixtures such as sinks, toilets and showers;
- Repairs windows, doors, floors, walls, furniture and roofs;
- Prepares surfaces and paints exteriors and interiors of buildings and structures;
- Operates a variety of maintenance vehicles and equipment in connection with the work;
- Organizes and maintains an inventory and distribution system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of skilled building maintenance and repair practices; Good knowledge of hand and power tools and equipment used in building maintenance and repair; Ability to understand and follow oral and written instructions; Ability to read and interpret plans, blueprints, and mechanical drawings; Ability to perform skilled building repairs; Ability to lift and use power tools and equipment; Ability to prepare and keep simple records and reports; Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Two (2) years of experience at a journey-level in one of the skilled building trades; **OR**
- b) Three (3) years of experience in either general building construction or maintenance work; **OR**
- c) An equivalent combination of training and experience as defined by the limits of and (B).