

HEAD BUILDING MAINTENANCE MECHANIC

LOCATION: Tioga Co. School Districts
CLASSIFICATION: Competitive
SALARY: Varies by location
ADOPTED: Revised 7/97; 8/00, 8/06, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the efficient and economical maintenance of school buildings. Work is performed under the general direction of the Superintendent of Building and Grounds or other school administrators, with wide latitude for independent judgment in the planning and initiation of work. General supervision is exercised over the work of building maintenance mechanics and other maintenance employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises and assists in the repair and maintenance of plumbing and heating facilities in a large school system including washrooms and related piping, gas lines, boilers and various types of control apparatus;
- Supervises and assists in the repair and maintenance of all electrical equipment in the system including ventilators, motors and controllers, stage and room lighting, power machinery in various school shops and all portable electric machinery and miscellaneous pumps;
- Supervises and assists in the repair and maintenance of exterior of buildings, including glazing sheet metal work, slate and tar and gravel roofs;
- Confers with superiors on operational and maintenance questions;
- Schedules regular inspections of buildings and makes recommendations for improvements or new equipment;
- Interviews salesmen and manufactures' representatives;
- Prepares budget estimates;
- Keeps records and makes oral and written reports of activities;
- May operate a school bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern large-scale building and grounds maintenance practices; good knowledge of plumbing and electrical repair procedures; ability to direct and inspect others work; ability to plan, organize and supervise the work of others; ability to read plans and prepare specifications; physical condition commensurate with demands of the position.

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

- a) Three years of full-time paid experience or its part-time equivalent in large scale building operation and maintenance work, at least one of which shall have been in a supervisory capacity; **OR**
- b) Certification of completion from a technical or vocational program in refrigeration and air conditioning, electrical wiring, plumbing, heating or similar field designed to prepare individuals in the field of building maintenance **AND** two years of full-time paid experience or its part-time equivalent as described in a) above, at least one of which shall have been in a supervisory capacity.

IF OPERATION OF A SCHOOL BUS IS REQUIRED: Candidates must be eligible for an appropriate NYS Driver's license and must possess it at time of appointment.