

## **BUILDING MAINTENANCE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately important work involving responsibility for efficient and high quality maintenance work on buildings and equipment. The work is performed according to general practices, policies and objectives. Work is performed under the general supervision of a higher level building maintenance employee. A considerable amount of independent judgment is required in the organization of the work. Supervision may be exercised over the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and/ or participates in plumbing, electrical, masonry, carpentry, mechanical and other building repairs;

Instructs subordinates in the use of building maintenance supplies, materials and equipment;

Plans preventative and daily work schedules and maintains daily work log;

Orders materials for building maintenance activities and maintains inventory;

May perform repairs to septic systems;

May operate and maintain heating and air conditioning systems;

May check oil and gas tanks for leakage and maintains a log of findings;

May collect potable water for testing to ensure that health standards are met and maintains a log of findings;

May add chlorine to water if necessary in order to meet health standards;

May collect water samples for monthly bacteria testing to be conducted by appropriate laboratories;

May obtain wastewater samples as required and maintains a log of collection data;

May perform minor repairs to building maintenance equipment.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of building maintenance and repair practices; good knowledge of the tools and materials utilized in building maintenance; ability to plan and supervise the work of others; ability to maintain records; ability to carry out detailed instructions; mechanical aptitude; manual dexterity; conscientious; reliability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Three (3) years of full-time paid experience, or its= part-time equivalent, in general building construction or maintenance work which included experience in one or more of the standard trades such as carpentry, plumbing or electrical work; **OR**
- B. Two (2) years satisfactory completion of a BOCES, or substantially similar, training program which must have included basic carpentry, electrical and plumbing courses and one year of full-time paid experience, or its' part time equivalent, in general building construction or maintenance work which included experience in one or more of the standard trades such as carpentry, plumbing or electrical; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
0890 BLD MTC ME  
Classification: Non-Competitive  
OA

Revised: July 26, 1993