

CAMPUS MAINTENANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for the performance of specialized activities in monitoring the college heating and air conditioning system as well as performing skilled trades work. Additionally, incumbents in the class are called upon to perform a variety of maintenance tasks both related and unrelated to the maintenance of the heating and air conditioning system. The incumbent is also responsible for the inspection of building roofs and the performance of preventive maintenance. Work is performed under general supervision. Supervision may be exercised over other maintenance personnel when engaged in activities associated with the area of specialty; 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.

Monitors, and makes adjustments in programmed controls of the college's heating and air conditioning system;

Changes filters on air handling units on a schedule basis;

Performs preventive maintenance on heat and air conditioning as well as other related equipment;

Maintains records on maintenance performed and energy consumed by college;

Inspects college roofs and performs preventive maintenance where necessary;

Paints rooms, halls, doors and ceilings;

Performs troubleshooting and a variety of maintenance, construction and repair tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the skilled trades; good knowledge of practices and procedures of roofing trade; working knowledge of the procedures used to monitor the heating and air conditioning control unit; working knowledge of principles, practices, and procedures used in heating, ventilating and air conditioning systems; skill in performing preventive maintenance to HVAC units; ability to maintain records and reports; ability to perform maintenance tasks and activities; ability to follow oral and written instructions; manual dexterity; mechanical aptitude.

MINIMUM QUALIFICATIONS: Three (3) years of experience as a journeyman level trades worker in one or more of the building construction or maintenance trades or in the maintenance of a heating, ventilation, air conditioning system.

Note 1: A journeyman trades worker for purposes of these qualifications is defined as an individual who has completed an apprenticeship program working under the direction of a skilled trades worker; OR an individual who has worked as a helper or assistant to a skilled trades worker for a minimum of four (4) years. Advanced specialized formal training may be substituted for the required four (4) years of experience on a year for year basis; HOWEVER, in no case may training be substituted for the required three (3) years of journeyman level experience described in the minimum qualifications.

Note: Post secondary education in a field of specialty directly related to the maintenance or engineering principal of heating, ventilating and air conditioning systems may be substituted for experience on a year-for-year basis up to two (2) years.

ULSTER COUNTY
1030 CMS MTC SP
Classification: Non-Competitive
Grade: 11
Union: CSEA

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