

SENIOR BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level position responsible for overseeing and coordinating maintenance work on buildings and equipment to ensure the efficient operation and compliance of standards. The work involves supervising maintenance staff, planning schedules, ordering materials, and ensuring proper documentation of work activities. 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 with considerable leeway allowed for independent judgment and decision-making. Supervision is exercised over the work of subordinate maintenance staff. 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;

Provides guidance and training to subordinates on building maintenance procedures, tools, materials, and equipment usage;

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

Coordinates the procurement of materials for maintenance projects and maintains inventory;

May install and repair moderately complex electrical fixtures and equipment;

May install and repair moderately complex plumbing fixtures and equipment;

May requisition tools and supplies necessary to the building maintenance function;

Oversees and performs repairs to septic systems;

May operate and maintain heating and air conditioning systems;

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

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

Adds 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: Thorough knowledge of building maintenance and repair practices; thorough 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; ability to install and repair moderately complex electrical and plumbing fixtures; mechanical aptitude; manual dexterity; conscientious; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Four (4) 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, one (1) year of which must have been in a supervisory capacity; **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 two (2) 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, one (1) year of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
6024 SR MTC MCH
Classification: Competitive
OA

Adopted: October 25, 2024