

Naples Central School - NOTICE OF ANTICIPATED JOB OPENING

Date: June 27, 2022

Position: Building Maintenance Mechanic

Number of Positions: One – 40 hours per week

Work Location: District buildings and grounds

Salary: \$13.20/hour - \$21.70/hour

Distinguishing Features of the Class: This class involves a variety of building maintenance and repair tasks of a skilled nature. Employees in this class are required to work along various heating, ventilating, air conditioning and plumbing lines as the occasion demands. Incumbents perform their duties with some latitude for independent planning and are responsible for laying out the working details. Supervision may be exercised over the work of semi-skilled workers and other maintenance personnel; does related work as required.

Typical Work Activities: (Illustrative only)

Supervises or performs repairs to plumbing, steam lines, electrical circuits and equipment, and varied mechanical equipment and machinery;

Oversees the operation of a central heating and air conditioning system including air condition chillers, air handling units and hot water boiler;

Makes inspection of systems to ascertain repair needs; Estimates material required for repairs;

Keeps daily time and material records; Operates trucks, automobiles and other motorized equipment;

Plows Snow; / Grounds work;

May operate an energy management system including a host computer, building management software and assorted peripheral and ancillary devices in regulating heating, ventilating and air conditioning systems.

Full Performance Knowledges, Skills, Abilities And Personal Characteristics: Thorough knowledge of the practices, processes, materials and tools of the heating, ventilating, air conditioning and plumbing trade; working knowledge of the operation and maintenance of plumbing, heating systems and air conditioning systems; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; dependability; thoroughness; physical condition commensurate with the demands of the position.

Minimum Qualifications: High school graduation or possession of a high school equivalency diploma; Good physical condition; Willingness to obtain Certified Pool Operator Certification; and EITHER:

1. One year of experience as a journeyman plumber or HVAC technician;
2. Four years of experience in either plumbing, electrical, or heating, ventilating, and air conditioning or graduation from an accredited two-year school in HVAC or plumbing.

Note: Documented part-time or volunteer experience will be accepted on a prorated basis.

Special Requirement For Appointment: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Application Procedure: Go to www.naplescscd.org; look under the District Tab; Job Opportunities; **scroll to bottom of the page**; under Links you will find the links to the **Ontario County Civil Service Application** and the **Support Staff Application**.

There are two parts to the application procedure:

1. Submit your completed [NCS Employment Application](#) by *Tuesday, July 12, 2022* to:
Naples Central School
136 North Main Street
Naples, NY 14512
Attention: Chad Hunt, School Business Administrator
2. [Submit](#) your Ontario County Civil Service form through the Ontario County website by *Tuesday, July 12, 2022*. Go to <https://ontario-portal.mycivilservice.com/> and under *Current Vacancies*, click on the *Naples School – Building Maintenance Mechanic position to apply*.

Application must be made by Tuesday, July 12, 2022

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap.

Inquiries regarding this nondiscrimination policy may be directed to:

Title IX Coordinator, c/o Naples Central School, 136 North Main Street, Naples, NY 14512.