

SENIOR BUILDING MAINTENANCE MECHANIC
(GENEVA HOUSING AUTHORITY)

DISTINGUISHING FEATURE OF THE CLASS: This work involves responsibility for leading and participating in the repair and maintenance of buildings, grounds and equipment. The work is of a general mechanical nature and may include carpentry, plumbing, painting, masonry, heating or electrical maintenance and repair, welding, sheet metal work, lock-smithy or related trades. The position shall be responsible for transporting other maintenance staff, materials and equipment to and from various sites scattered throughout the city. He/she would be responsible for operating various types of maintenance equipment such as tractors, mowers, snowplows and other vehicles. This class differs from Building Maintenance Worker in that an incumbent is required to lead and participate in the planning and completion of various work projects. Direct supervision may be exercised over various maintenance staff and other subordinates, including youth program workers and community service program participants.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and participates in the installation and repair of electrical wiring and equipment;
Leads and participates in the cleaning, maintenance and repairs to boilers, pumps, heaters, piping valves, traps, compressor motors and generators;
Leads and participates in the installation and repair of plumbing fixtures such as sinks, toilets and showers;
Builds, repairs and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;
Performs a wide variety of steam fitting, forging, welding, sheet metal fabricating or machine shop activities;
Repairs windows, doors, floors, walls, furniture and roofs;
Performs masonry duties such as mixing plaster and concrete, laying walls, steps, floors and foundations;
Prepares surfaces and paints exteriors and interiors of buildings and structures;
Performs general grounds maintenance activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of the operation and maintenance of heating and ventilating equipment; ability to understand and carry out oral and written instructions; ability to lay out work for self and others; mechanical aptitude; physical condition commensurate with the demands of the position.

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

1. Two years of experience as a journeyman* in one of the recognized skilled trades; OR
2. Three years of experience in general building maintenance and repair work or in one of the standard building trades such as carpentry, plumbing, masonry or electrical work; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

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.

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MINIMUM QUALIFICATIONS: (Continued)

* Journey-level skilled trades include experience as a carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder. Journey level definition - After an employee has undergone sufficient on-the-job training or completed a formal apprenticeship, a promotion to journey level normally occurs. The worker's promotion depends on knowledge and expertise.

APPROVED: JUNE 18, 2003

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE