

Geneva City School District Vacancy

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

SENIOR BUILDING MAINTENANCE MECHANIC

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, or higher, in Heating, Ventilating and Air Conditioning or electrical technology or a related field AND four (4) years of full-time paid experience, or its part-time equivalent, in the installation, repair and/or maintenance of EITHER electrical equipment OR plumbing and heating, ventilating and air conditioning equipment; OR
2. High school graduation or possession of a high school equivalency diploma AND six (6) years of full-time paid experience as described in (1) above;
3. An equivalent combination of training and experience as defined by (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for supervising a variety of building, grounds, HVAC and mechanical maintenance systems and repair tasks. Incumbents perform their duties under general supervision with latitude for independent planning of work assignments, supervision of employees and are responsible for inspecting completed projects as needed. Supervision is exercised over the work of skilled workers and other maintenance personnel. The work is performed under the general supervision of a higher-level maintenance employee with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the maintenance of electrical systems; building control circuits, heating, ventilating and air conditioning systems; and plumbing systems;
Maintains electrical systems; building control circuits, heating, ventilating and air conditioning systems; and plumbing systems;
Supervises the maintenance of buildings, grounds, and landscaping of agency campuses;
Establishes and follows a preventive maintenance program for all electrical and mechanical equipment;
Supervises and participates in the operation of an energy management system;
Analyzes control systems and equipment performance and makes necessary adjustments to these systems;
Inspects and reviews various maintenance projects;
Consults with the mechanical systems maintenance supervisor to make recommendations and to assist in coordinating of projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools and terminology necessary for maintenance and repair of electrical and mechanical systems; thorough knowledge of the design, construction and installation of electrical and mechanical systems; thorough knowledge of on-the-job health and safety issues; knowledge of the practices, tools and equipment used in the maintenance of buildings, grounds and of related equipment; ability to operate a computerized energy management system; ability to plan, supervise and evaluate the work of others; ability to understand oral and written directions; physical condition commensurate with the demands of the position.

APPROVED: FEBRUARY 3, 1998

REVISED: 12/4/17; 2/11/21

CIVIL SERVICE CLASSIFICATION: COMPETITIVE