



# MIDLAKES DISTRICT OFFICE

## PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

### ANTICIPATED - JOB POSTING

<b>POSTING DATE:</b>	December 5, 2025
<b>POSITION:</b>	Building Maintenance Mechanic
<b>HOURS:</b>	8 hours daily
<b>SALARY:</b>	Starting at \$18.54 per hour
<b>CLASSIFICATION REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>▪ Graduation from a regionally accredited or NYS registered two-year school with an Associate's Degree in HVAC or plumbing; or</li><li>▪ High School Graduation or possession of a high school equivalency diploma and, either:<ul style="list-style-type: none"><li>• One (1) year of experience as a journeyman plumber or HVAC technician; or</li><li>• Two (2) years of full-time paid work experience, or its part-time equivalent, in one or more of the general building construction trades of plumbing, electrical, or heating, ventilating and air conditioning maintenance; or</li><li>• Three (3) years of full-time paid work experience, or its part-time equivalent, in general building maintenance which must have included plumbing and/or electrical repair work; and</li></ul></li><li>▪ Possession of a valid New York State Operator's license; and</li><li>▪ Must meet Civil Service requirements; and</li><li>▪ NYSED Fingerprint Clearance</li></ul>
<b>GENERAL JOB DESCRIPTION:</b>	<ul style="list-style-type: none"><li>▪ Responsible for all buildings within the school district;</li><li>▪ Performs repairs to plumbing, steam lines, electrical wiring and equipment, various mechanical equipment and machinery, as well as furniture, doors, windows and hardware;</li><li>▪ Installs pumps, motors, HVAC systems, piping, plumbing fixtures and electrical services;</li><li>▪ Oversees the operation of a central heating and air conditioning system including air conditioning chillers, air handling units and hot water boilers;</li><li>▪ 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 for all buildings within the school district;</li><li>▪ Makes inspection of systems to ascertain repair needs;</li><li>▪ Estimates material required for repairs;</li><li>▪ Keeps records of work performed;</li><li>▪ Operates trucks, automobiles and other motor equipment;</li><li>▪ Participates in a general Public Works maintenance program, such as painting, carpentry, and cleaning;</li><li>▪ Repairs, installs, adjusts, and/or maintains machines, equipment, or vehicles;</li><li>▪ Additional duties as assigned by Director of Facilities.</li></ul>
<b>APPLICATION PROCEDURE:</b>	Complete a Phelps Clifton Springs CSD application via the <a href="#">Job Board</a> <b>AND</b> Apply online on the Ontario County Civil Service Employment Portal, <a href="https://ontario-portal.mycivilservice.com/jobopp">https://ontario-portal.mycivilservice.com/jobopp</a>
<b>APPLICATION DEADLINE:</b>	December 15, 2025, or until filled

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jeffrey Hamelinck, compliance officer/coordinator, at [jhamelinck@midlakes.org](mailto:jhamelinck@midlakes.org). Mr. Hamelinck can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).