

HOUSING MAINTENANCE MECHANIC

GENERAL STATEMENT OF DUTIES: The work involves building and grounds maintenance, repair and construction related tasks. There is also mechanical work involved.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent performs a variety of skilled mechanical and other maintenance work. Employees of this class, because of individual skills, training or experience, generally devote a greater part of their time to a particular specialized field, but are required to work in various mechanical fields as the occasion demands. The work performed includes carpentry, masonry, plumbing, painting, heating or electrical installation, maintenance and repair. The work is distinguished from Assistant Housing Maintenance Mechanic by the presence of Lead responsibility and the high skill exercised in performing the duties. The employee works under general supervision. The employee on occasion will oversee subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Makes periodic inspections to determine condition and need for maintenance or repair of grounds, buildings and equipment;
- Performs emergency repairs on call such as cleaning plugged sewer mains or lines, repairing leaking pipes and responding to no heat calls.
- Confers with the maintenance supervisor and assists in planning work activities;
- Requisitions materials and maintains records and reports of maintenance performed and materials received and used;
- Installs and repairs electrical wiring and equipment;
- Cleans, maintains and makes repairs to boilers, hot water tanks, pumps, heaters, piping valves, traps, compressor motor and generators;
- Builds and/or installs cabinets, shelves, doors, paneling, flooring, sheetrock, windows, and lock's;
- Installs and repairs water lines, plumbing fixtures such as sinks, toilets and showers;
- Operates and/or performs repairs on motor vehicles, and other motorized equipment;
- Repairs windows, doors, floors, walls, roofs, gutters;
- Performs masonry duties such as mixing plaster and concrete, laying brick or blocks, preparing forms and pouring concrete;
- Performs preventive maintenance on agency vehicles, equipment and fixed property;
- Prepares surfaces and paints exterior and interiors of buildings, structures, and equipment;

- Performs general grounds maintenance to include mowing lawns, plowing snow and hand shoveling snow.
- Monitors and records energy conservation equipment readings and make necessary adjustments to insure proper levels of balance and operations;
- May braze, flame-cut and weld to fabricate or repair equipment;
- May load and unload materials and supplies and record goods received and shipped
- May, on occasion, perform housekeeping and cleaning tasks.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern buildings and grounds, maintenance and repair and construction practices; thorough knowledge of the practices and techniques of one of the standard trades; good knowledge of one or more additional trades; good knowledge of the common practices, tools, terminology and safety precautions associated with maintenance, repair and construction ability to communicate, understand and execute oral and written directions; ability to lay-out work for oneself and others; willingness to be available to respond to emergency situations; reliability; industry; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS Four years of experience in either general building construction, maintenance or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry, etc

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at time of appointment.

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