

## SENIOR MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising a crew of maintenance personnel and others involved in maintenance, repair and construction related tasks. An incumbent also performs a variety of skilled mechanical and other maintenance work. Employees of this class, because of individual skill, 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 employee works under general supervision. Outside vendors or contractors are available to accomplish more technically demanding or complex repairs. Supervision is exercised over subordinate employees. A Senior Maintenance Mechanic does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises the work of maintenance mechanics, maintenance workers, laborers, cleaners or other subordinates;
- Makes periodic inspections to determine condition and need for maintenance or repair of grounds, buildings and equipment;
- Confers with superior 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, pumps, heaters, piping, valves, traps, compressor motors and generators;
- Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;
- 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 and furniture, roofs, projectors, screens, and sprinklers;
- 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 exteriors and interiors of buildings, structures, and equipment;
- Performs general grounds maintenance activities;
- Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;
- 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;
- May requisition and maintain an inventory of specialized and general cleaning supplies and materials;
- May periodically secure surface samples for bacteriological analysis in order to assure cleaning supplies are being utilized properly;
- May develop, manage and implement a master cleaning schedule;
- May make daily quality control checks to ensure required standards of cleanliness and sanitation are being maintained.

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

*SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:* In agencies where required, possession of appropriate class New York State Motor Vehicle Operator's license at time of appointment.

#### CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 10/4/83

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