

Jurisdictional Class: Non-Competitive  
Adopted: May 27, 1969  
Revised: April 26, 2010

**BUILDING MAINTENANCE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves a variety of building maintenance and repair tasks of a skilled nature. Although employees in this class, by reason of personal training and experience, generally devote most of their time to work on a single specialized field, they are required to work, as the occasion demands, along various mechanical lines such as carpentry, masonry, plumbing, painting, heating, or electrical installation, maintenance, and repair and may serve as a helper to a journey level tradesperson. In this respect, the class differs from such classes as Painter, Electrician, Carpenter, Plumber, etc. which limit incumbents to a single trade. The duties of this class differ from Building Maintenance Worker by the performance of skilled tasks a majority of the time. The work may involve the part-time operation of a truck, automobile or other automotive equipment. The work is performed under general supervision with leeway for the exercise of independent judgment in planning and carrying out the details of the work. In those cases where supervisory responsibilities are involved, the Building Maintenance Mechanic acts as crew supervisor over a number of workers who perform maintenance and repair jobs of a semi-skilled nature. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture and walls, floors, doors and windows, roofs, screens, sprinklers, hardware, and varied mechanical equipment and machinery;
- Supervises and participates in various miscellaneous skilled maintenance, repairs, renovations, and construction work in masonry, carpentry, electrical, plumbing, painting, drywall (sheet rock), taping, staining, etc.;
- Supervises and participates in cleaning and repair of boilers, pumps, generators, heaters, pipelines, valves, and other associated air conditioning equipment;
- Builds and/or installs shelving, storage cabinets, doors, paneling, flooring, windows, and new hardware;
- Maintains and repairs all security and locking systems and door hardware;
- Does skilled painting work;
- Oversees and takes part in ordinary building cleaning operations;
- Performs preventive maintenance on agency vehicles, equipment, and fixed property;
- Is familiar with the operation of a central heating system and able to make repairs on an as needed basis as requested by the department head;
- Makes inspections of property to ascertain repair needs and may prepare cost estimates;
- May operate trucks, automobiles, and other motorized or mechanical equipment;
- Estimates materials required for repairs of general building construction and maintenance projects;
- Keeps daily time and material records;
- Supervises and participates in a general grounds maintenance program.

## Building Maintenance Mechanic

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 one or more additional trades;

Good knowledge of modern buildings and grounds maintenance and repair practices, tools, terminology, and safety precautions;

Familiarity with the operation and maintenance of heating systems;

Ability to effectively and efficiently use a variety of hand and power tools;

Ability to plan and supervise the work of others;

Ability to understand oral and written directions;

Mechanical aptitude.

### **MINIMUM QUALIFICATONS:** Either:

(a) One (1) year of experience at the journey level in one of the recognized skilled trades; or

(b) Four (4) years of experience in either general building construction or building trades work in one or more of the standard trades, such as carpentry, plumbing, electrical; or

(c) An equivalent combination of experience and training as described by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:** If operation of a motor vehicle is required for this position, the candidate must be eligible for the appropriate level New York State driver's license at time of application. Possession of the license at the time of appointment.