

## MAINTENANCE MECHANIC I (UTILITY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class independently perform a wide variety of skilled labor, semi-skilled trades and repair activities in either grounds or building maintenance, or at other County facilities. An incumbent may work in a broad range of trades or may be assigned primarily to one trade, depending on departmental needs and employee skills. Workers may assist higher-level, skilled trades workers, or work alone in the more routine aspects of a skilled trade. Some incumbents will function as a “building superintendent” by performing routine maintenance and repair independently, and calling in skilled trades workers for more complex repairs. Typical work situations involve using initiative and decision-making skills in performing assignments that are given verbally, in writing and for those that are self-prioritized. Incumbents are expected to exercise judgment by independently making a variety work decisions, such as deciding which projects should be performed by higher-level maintenance personnel. This class differs from Maintenance Worker (Utility) in that incumbents independently perform work involving semi-skilled trades as well as skilled labor, and work usually involves a greater level of independence in choice of method and priority. Depending on assignment, incumbents may function as an apprentice to journeyman-level trades workers. Although supervision is not a responsibility of this class, incumbents may provide oversight and guidance to lower-level maintenance employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs a variety of carpentry duties such as replacing roofs and floors, framing walls, hanging doors, framing out doors or windows, and constructing miscellaneous items with wood or similar materials, measures and cuts as needed, etc.;

Performs a variety of plumbing duties including the installation, maintenance, repair and removal of lavatories, flushometers, toilets, water and soap faucets, heating pipes and sewer pipes, water lines, valves and packing, joints; tests for gas leaks, etc.;

Assists in a variety of electrical work under the supervision of a Senior Maintenance Mechanic II or III (Electric) including the installation, maintenance, repair and removal of switches and outlets, installing and connecting wall, ceiling, pole or outdoor fixtures, cutting and bending conduit;

Performs a variety of grounds keeping maintenance and landscaping functions including felling trees, working from a bucket to cut branches and prune trees, participating in landscape improvements, including grading and re-grading of slopes, installing turf, etc.;

Maintains, overhauls and repairs heating and cooling units and their auxiliary equipment including motors, water and oil pumps, air compressors, pressure reducing valves, feed water regulators, pipes, etc., to ensure that the equipment functions correctly;

Performs maintenance and repair of treatment plant equipment and systems including fans, electric motors, blowers, valves, speed reducers, hoists, pneumatic systems, electrical and electronic systems, mechanical screening equipment, water pumps, pressure reducing valves and flame arrestors of the type found on sludge digesters; inspect and service, repack pumps, and purge gases;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Performs maintenance and repair tasks on roadways, paths, parking lots, and walkways, such as patching pavement, edging paths, raking asphalt, installing guide rails, and cleaning and repairing catch-basins, drainage ditches, and culverts by draining, flushing, suction, digging, patching, etc.;

Performs various activities related to materials collection, disposal and recycling along with ensuring that daily recycling pickup routes incorporate specially requested pickups in an effective manner;

May perform simple painting tasks, including taping and spackling surfaces to prepare them for painting, as needed;

Participates in obtaining supplies, equipment and replacement parts;

Keeps records including, but not limited to, work orders, scheduled work and priority projects;

Performs security functions as assigned;

Removes snow and salts and sands sidewalks, stairs, roads, etc., and performs other custodial tasks during the winter months;

Reports defective and damaged equipment and supplies to supervisor for corrective action;

Maintains work area in a clean, orderly and safe condition;

Performs routine and emergency repairs and maintenance, both scheduled in response to emergency situations, as required;

Uses computer applications or other automated systems such as e-mail, calendar, word processing and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the tools, techniques and terminology used in maintenance and repair; good knowledge of appropriate accident and safety precautions; good knowledge of the operation of trucks, tractors and other motorized equipment; knowledge of the principles, practices and techniques of appropriate mechanical and electrical trades; skill in the use of a variety of hand and power tools and equipment; skill in performing preventative maintenance and repairs in assigned area; ability to learn new work quickly; ability to work effectively individually, or as part of a team; ability to oversee the work of others; ability to follow written instructions or oral assignments; ability to read, write, speak, understand and

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES (Cont'd): communicate in English sufficiently to perform the essential tasks of the position; ability to use computer applications or other automated systems such as spreadsheets, e-mail, calendar, word processing and database software; initiative; resourcefulness in undertaking and completing assigned work; industriousness; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Five years of work experience, three years of which must have been in grounds maintenance or general maintenance and repair work.

SUBSTITUTIONS:

1. Satisfactory completion of high school, or possession of an equivalency diploma, may be substituted for the two years of general work experience.
2. Satisfactory completion of a pertinent high school level vocational course may be substituted for one year of the specialized experience.
3. Satisfactory completion of a pertinent one or two year post-high school or trade school program may be substituted on a year for year basis for the specialized experience.
4. Satisfactory completion of 30 college credits may be substituted for one year of the specialized experience.\*

SPECIAL REQUIREMENTS: (1) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety. (2) Depending on assignment, must possess and maintain a valid license to operate a motor vehicle in New York State, appropriate for the type of vehicle operated.

\*NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Non-Competitive  
DRC3

Job Class Code: C1519  
Job Group: VI