

## MAINTENANCE MECHANIC\*\*

**\*\*Job title and duties have been revised since previous posting, please review carefully.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This class involves a variety of building maintenance and repair tasks of a generally skilled nature. Although employees in this class may, by reason of personal training and experience, devote more of their time to work of a single specialized field, they may be required to work along various building maintenance lines as the occasion demands. Employees are expected to be able to perform or learn to perform a wide variety of duties within the field of building maintenance and repair, and may also be required to perform grounds maintenance tasks when necessary. The duties of this class differ from Maintenance Worker by reason of the more skilled nature of the work involved. Incumbents perform their duties with wide latitude for independent planning or laying out of the working details. In those cases where supervisory responsibilities are involved, the Maintenance Mechanic acts as foreman over a number of workers who perform maintenance and repair jobs of a less skilled nature.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises and/or performs skilled repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows, hardware and varied mechanical equipment and machinery;
2. Installs shelving, storage cabinets and new hardware, and performs other skilled carpentry tasks;
3. Does skilled painting work;
4. Maintains and repairs central heating systems;
5. Performs grounds maintenance and maintains athletic and playground facilities;
6. Makes inspections of property to ascertain repair needs;
7. Estimates material required for repairs;
8. Obtains necessary permits, including Health Department requirements;
9. Performs snow and ice control activities;
10. May keep daily time and material records;
11. May mow and maintains property;
12. Performs snow plowing of property;
13. May oversee seasonal help.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of various building construction trades sufficient to be able to perform a wide range of maintenance and repair activities on facilities;

Knowledge of routine grounds maintenance sufficient to lead and participate in lawn and athletic field maintenance;

Ability to learn new repair or installation procedures to perform non-routine repairs;

Ability to plan and supervise the work of others;

Ability to understand oral and written directions;

Ability to work in adverse weather conditions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

EITHER: (A) One year of work experience as a journeyman in a skilled trade, such as plumbing, electrical, carpentry or steam-fitting;

OR: (B) Four years of experience in either general building construction or in building maintenance work;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTE:** An appointing authority may require the possession of a valid New York State Driver License at the time of appointment. Background checks are required before a job offer can be made

Applications will be accepted through Friday, February 1, 2019. All qualified candidates are expected to complete both the Town and County application and return it to One Overrocker Road, Poughkeepsie, NY 12603. Applications can be obtained on the Town of Poughkeepsie website under the Human Resource Department tab.

Town of Poughkeepsie  
One Overrocker Road, Poughkeepsie, NY 12603  
Phone: 845-485-3609

Website: [http://www.townofpoughkeepsie.com/human\\_resources/index.html](http://www.townofpoughkeepsie.com/human_resources/index.html)

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