

Watkins Glen

Central • School • District
Thomas J. Phillips • Superintendent

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NOTICE OF ANTICIPATED VACANCY

May 23, 2017

POSITION: Maintenance Mechanic

SALARY: per contract

TERMS: 12-month Position

STARTING: July 1, 2017

**Civil Service Approval Required
(Interested Applicants must apply at Civil Service)
Fingerprinting Required**

Interested candidates should respond to:

**Jerry Harriger, Facilities Director II
WATKINS GLEN CENTRAL SCHOOL DISTRICT
303 12th Street
Watkins Glen, NY 14891
(607) 535-3271**

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Jurisdiction: Schuyler County
Jurisdictional Class: Non-Competitive
Revised: September 9, 2005; Revised: April 18, 2017

MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for installing, inspecting, maintaining and repairing a variety of plumbing, electrical and mechanical systems within and/or connected to buildings. An incumbent also maintains, repairs and improves buildings and grounds, and transports, loads and unloads equipment and supplies. An incumbent uses both basic and specialized hand and power tools to perform skilled mechanical work familiar to the building trades. He/she may also operate motorized equipment as necessary for the maintenance of grounds and the pickup and delivery of equipment and supplies. The work is performed under the general supervision of a Building and Grounds Maintenance Supervisor or other supervisor. An incumbent exercises no supervision, however, may serve as a lead worker on a project involving skills in which he/she is highly proficient. Does related work as required.

TYPICAL WORK ACTIVITIES:

Installs, inspects, maintains and repairs plumbing, electrical, heating, air conditioning, lighting, alarm and other systems within or connected to a building using specialized hand and power tools;

Performs a variety of carpentry tasks including refurbishing rooms, constructing and installing frames, forms, cabinets, work stations, shelves, walls, and ceiling grids and panels;

Prepares and paints a variety of interior and exterior surfaces;

Performs concrete and masonry work including constructing forms and mixing, pouring and finishing concrete as well as laying blocks, bricks and other masonry products;

Inspects roofs for leaks and/or damage and makes necessary repairs;

Maintains grounds including landscaping, driveway sealing, and snow removal using motorized equipment and power tools;

May drive a truck and/or operate a forklift to pick up, deliver, and unload supplies, materials and equipment;

Serves as lead worker in projects involving other Maintenance Mechanics and/or other workers;

Reports orally to supervisor regarding the status of work projects.

Meter reading responsibilities may be included. (*Village of Watkins Glen only*)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the techniques, materials, tools, equipment and safety precautions involved in the installation, inspection, repair and maintenance of mechanical and electrical systems used within buildings;

Good knowledge of the techniques, materials, tools, equipment and safety precautions involved in building and ground construction, repair and maintenance;

Good knowledge of the techniques, materials, tools equipment and safety precautions involved with the wastewater treatment plant and/or the water filtration plant. (*Village of Watkins Glen only*)

Working knowledge of Federal, State, and local building and safety codes;

Working knowledge of Department of Health and/or Department of Environmental Conservation regulations and requirements. (*Village of Watkins Glen only*);

Ability to skillfully use basic and specialized hand and power tools involved in the installation, inspection, repair and maintenance of mechanical and electrical systems used within buildings;

Ability to skillfully use basic and specialized hand and power tools involved in building and ground construction and maintenance, wastewater treatment facilities, water filtration plants;

Ability to operate motorized equipment including but not limited to snow blowers, snowplows, forklifts and delivery trucks;

Ability to interpret and understand moderately complex oral and written instructions, plans and specifications;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience in general building construction, building maintenance, or in one of the standard building trades; or utility operations* (**Village of Watkins Glen only*).

Note: A certificate or Associate's degree in construction technology or one of the standard building trades may be counted for one year of the required experience. Education must be from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees or certificates. Submit transcript or diploma to document education.