

WATKINS GLEN CENTRAL SCHOOL DISTRICT

303 12th Street
Watkins Glen, NY 14891

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Interim Business
Manager
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NOTICE OF VACANCIES

January 2022

POSITION: (2) Full-Time Senior Maintenance Mechanics (12-month)

SALARY: \$19.50/hour + plus \$.45 shift differential, school year, if applicable

STARTING: As soon as possible

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of experience in the maintenance and repair of mechanical, plumbing, electrical, grounds maintenance, carpentry, and concrete/masonry. Must be able to operate district owned vehicles.

DESCRIPTION OF DUTIES:

Performs all aspects of installation, maintenance, and repair of plumbing, electrical, heating, air conditioning, lighting, alarms, and other building systems using hands and power tools.

Performs variety of carpentry tasks.

Prepares and paints interior and exterior surfaces.

Performs concrete and masonry work.

Inspects roofs for leaks, damages, and makes repairs.

Maintains grounds, including landscaping, driveway sealing and snow removal using motorized equipment and handheld equipment.

May drive a truck/vehicle/equipment for pick up, delivery, unloading of supplies/materials/equipment.

May assign maintenance tasks to subordinate staff and inspect work.

Orders, inventories and stocks equipment and supplies for the maintenance department.

Works closely with the Director of Facilities to prioritize and assign work orders for completion.

This is a Pending Jurisdictional Classification Civil Service Position. The person selected may need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position. Interested candidates should respond to Schuyler County Civil Service Office. NYSED Fingerprinting Required.