

BUILDING MAINTENANCE MECHANIC – CHAUTAUQUA COUNTY GOVERNMENT

DEPARTMENT OF PUBLIC FACILITIES

Chautauqua County Department of Public Facilities is looking to fill a 2nd shift (12:00 PM – 8:30 PM), Full-time (40 hours/week, Monday through Friday with the possibility of weekends/holidays), Building Maintenance Mechanic position at the Mayville, NY campus. This position is responsible for a variety of maintenance and repair tasks for the public buildings and facilities including snow removal. Salary begins at \$18.05/hour plus shift differential and benefits. Eligible for wage increase after six months of employment.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one year of experience in general building/industrial maintenance or building/industrial trades work. Experience should include work experience with buildings and/or industrial plants as a carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installers.

Additional Qualifications: Qualified applicants must possess a valid New York State Class D operator's license and certificates appropriate to the vehicles, equipment and/or machinery operated at the time of appointment and during the course of employment with the needs of the agency.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and return it to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757.

Chautauqua County Government is an Equal Opportunity Employer

BUILDING MAINTENANCE MECHANIC JOB SPEC

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for the efficient performance of a variety of maintenance and repair tasks for public buildings and facilities. A Building Maintenance Mechanic may occasionally assist a journeyman-level maintenance mechanic in more complex operations. The work is performed under general supervision permitting some leeway for planning technical details of each assignment. Immediate supervision may be exercised over unskilled helpers. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs general maintenance tasks to include plumbing, pipe fitting, low pressure steam fitting, carpentry, masonry and mechanical repairs;
- Builds, repairs, and / or installs cabinets, shelves, doors, paneling, flooring, windows, and locks;
- Installs and repairs plumbing fixtures such as sinks, toilets, and showers;
- Cleans, maintains, and makes repairs to boilers, pumps, valves, traps, compressor motors and generators;
- Installs and repairs electrical wiring and equipment;
- Performs masonry duties such as mixing plaster and concrete, laying walls, steps, floors and foundations;
- Prepares surfaces and paints exteriors and interior of buildings and structures;
- Operates boilers and air handling equipment, pumps, air compressors incinerators and other related boiler room equipment;
- Assists in the maintenance of sewer and fire sprinkler systems;

- Participates in snow removal and ice control activities to include operation of snow plow and salt tractor;
- Operates trucks, automobiles, air compressors, and other motorized equipment;
- Performs general grounds maintenance activities;
- Performs welding repair on a variety of items;
- May operate computerized controllers for various systems;
- May occasionally perform duties as assigned in the operation and maintenance of a Wastewater or Water Treatment Plant;
- May occasionally operate a school bus when assigned to a school district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, tools, and materials used in the maintenance and repair of buildings and equipment; mechanical aptitude; ability to follow oral and written directions; working knowledge of the operation and maintenance of heating and ventilating equipment; ability to lay out work for self and others; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of experience in general building/industrial maintenance* or building/industrial trades work*.

*qualifying experience includes work experience with buildings and/or industrial plants as a carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

ADDITIONAL REQUIREMENTS:

1. Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the agency.
2. When assigned to the Chautauqua County Department of Public Facilities (Buildings and Grounds): Possession, at time of appointment and during service in this class, of a valid New York State Class D operator's license.