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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email [cchrs@chqgov.com](mailto:cchrs@chqgov.com)  
Phone (716) 753-4237 • Fax (716) 753-4686 • Website: [Chqgov.com](http://Chqgov.com)

## **BUILDING MAINTENANCE MECHANIC II**

**Permanent Full-Time w/Benefits  
40 Hrs./Wk. Starting @ \$18.15/Hour**

Chautauqua County Department of Public Facilities is actively seeking qualified applicants to fill a Building Maintenance Mechanic II position located within the Dunkirk Airport facility.

Position is full-time, 40 hours per week starting at \$18.15/hour. Chautauqua County also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

Position will be filled from approved applications received.

All applicants must meet the minimum qualifications listed below\* and MUST submit an application available on the Chautauqua County Government's website: [www.chqgov.com](http://www.chqgov.com) click on "Employment" in order to be considered for the position.

Please mail completed applications to:

Chautauqua County Department of Human Resources  
Gerace Office Building  
3 North Erie St – Rm 144  
Mayville, NY 14757

### **BUILDING MAINTENANCE MECHANIC II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a skilled trade position at the journeyman-level involving responsibility for the efficient performance of a variety of carpentry, maintenance and repair tasks for public buildings and facilities. This position differs from the entry-level Building Maintenance Mechanic by performing skilled trades work independently. The work is performed under general supervision permitting some leeway for planning technical details of each assignment. May occasionally lead unskilled and semi-skilled workers in completing job tasks. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and 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;  
Maintains sewer and fire sprinkler systems;  
Operates computerized controllers for various systems;  
Performs periodic inspection of facilities and equipment for mechanical or electrical malfunctions and needed repairs;  
May consult with manufacturers' representatives concerning extensive or difficult repairs;  
Keeps maintenance records;  
Consults with contractors as required;

Makes estimates and prepares requisitions for needed materials and equipment;  
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 including routine maintenance and refueling;  
Performs general grounds maintenance activities.

When Assigned to the Chautauqua County Department of Public Facilities (Airport):

Assists in the maintenance and repairs of promenades, internal roads, taxi ways, runways and drainage systems;  
Assists in the operation of a two-way radio to provide information concerning weather and ground conditions to aircraft and ground control.

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; Good knowledge of the operation and maintenance of high and low pressure steam systems; good knowledge of manual and computerized controls; good knowledge of the various mechanical and electrical testing instruments and devices; skill in the use of hand and power tools; demonstrated ability to make difficult and complex repairs to building structures, mechanical and electrical equipment; ability to interpret plans and specifications; mechanical aptitude; ability to follow oral and written directions and to communicate with others effectively; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years 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:

Possession, at time of appointment, of a New York State Class D Operator's License. Possession of a valid NYS Class B CDL with air brakes certification within six (6) months after appointment, or before completion of probationary period, whichever is sooner, and during service in this class.

Equal Opportunity Employer