



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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GENERAL MAINTENANCE MECHANIC

Permanent Part-Time at 19 Hrs./Wk.

Salary starts @ \$19.78/Hour

No Benefits

Chautauqua County Office of the Sheriff is actively seeking qualified applicants to fill a Permanent Part-Time General Maintenance Mechanic position at the Chautauqua County Jail.

This position will work 19 Hrs./Wk. starting at \$19.78/hour, with a raise after six months and a second raise after one year of employment. This position will not be eligible for benefits.

This position will be filled from within those candidates who complete a Chautauqua County government application for employment, which is available on our website at www.chqgov.com and submit it to the address below:

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

Equal Opportunity Employer

GENERAL MAINTENANCE MECHANIC

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 Building Maintenance Mechanic II by performing skilled trades work independently and as a supervisor of other skilled and unskilled maintenance workers. The work is performed under general supervision permitting some leeway for planning technical details of each assignment. 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;
Establishes and maintains a preventative maintenance program for municipal public work facilities;
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;
Determines the method of repair to be used in the maintenance of the facilities;
Maintains an inventory of required spare parts and other routinely used maintenance supplies;
Assigns tasks to other subordinate maintenance personnel as required;
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;
Performs general grounds maintenance activities.

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; ability to lay out work for self and others and supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of experience in general building maintenance* or building trades work*, one year of which must have involved some supervision of maintenance workers.

*qualifying experience includes work experience 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 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.