Herkimer County
Competitive Class, Adopted 02/15/2007 Personnel Officer

SENIOR BUILDING MAINTENANCE MECHANIC
(CORRECTIONAL FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves overseeing a crew of maintenance personnel and others involved in maintenance, repair, construction, and related tasks. The incumbent performs a variety of skilled mechanical and other maintenance work. Employees in this position, because of individual skill, training or experience, generally devote a greater part of their time to a particular specialized field, but are required to work in various mechanical fields as necessary. The work includes carpentry, masonry, plumbing, painting, heating/air conditioning, or electrical installation, maintenance and repair. The work is distinguished from Building Maintenance Mechanic by the presence of crew leadership responsibilities and the high skill exercised in performing the duties. The incumbent works under general supervision of the Maintenance Foreman or Department Head. This position regularly oversees the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
-Supervises the work of Maintenance Mechanics, Maintenance Workers, Laborers, and other subordinates;
-Makes periodic inspections to determine condition and need for maintenance or repair of ground, buildings and equipment;
-Confers with superior and assists in planning work activities;
-Requisitions materials and maintains records and reports of maintenance performed and materials received and used;
-Installs and repairs electrical wiring and equipment;
-Cleans, maintains and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressors, motors, and generators;
-Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows, and locks.
-Installs and repairs water lines and plumbing fixtures such as sinks, toilets, and showers;
-Operates and/or performs repair on motorized equipment;
-Repairs windows, doors, floors, walls, furniture, roofs, screens, and sprinklers;
-Performs masonry duties such as mixing plaster and concrete, laying bricks or blocks, preparing forms for pouring concrete;
-Performs preventive maintenance on motorized equipment and fixed property;
-Responsible for maintaining secure detention areas and proper maintenance of facilities security systems;
-Prepares surfaces and paints exteriors and interiors of buildings, structures, and equipment;
-Performs general grounds maintenance activities;
-Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;
-May braze, flame cut, and weld to fabricate and/or repair equipment;
-May load and unload materials and supplies and record goods received and shipped;
-May, on occasion, perform housekeeping and cleaning tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern buildings and grounds, maintenance and repair, and construction practices; thorough knowledge of the practices and techniques of one of the standard trades; good knowledge of the common practices, tools, terminology, and safety precautions associated with building maintenance, repair, and construction; ability to communicate, understand, and execute oral and written instructions; ability to plan and supervise the work of others; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Either **(A)** One year of experience on the journey level in one of the recognized skilled trades;
Or **(B)** Five years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical or related field;
Or **(C)** An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIRMENT AT TIME OF APPOINTMENT: Upon completion of a background check, conviction of a felony, misdemeanor or other offense may bar appointment.