

MAINTENANCE MECHANIC
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs skilled building repair and maintenance work. Incumbents of this class, by reason of personal training and experience, may devote much of their time to working in their field of specialty. However, the incumbent is required to work in various mechanical fields as the occasion demands and is not limited to a single trade. The crucial distinguishing feature of the class is the skill level of the work involved for an assigned task. The work is performed under the general supervision of a Maintenance Foreperson or higher level supervisor with leeway for independent planning and layout out of work details. Supervision of others is not a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Inspects heating, plumbing and electrical systems to determine maintenance schedules and needs;
- Maintains records using automated computer equipment in all programs of repair and maintenance, including fuel consumption;
- Performs work in the troubleshooting, repair, adjustment and maintenance of boilers and related heating and cooling equipment;
- Adjusts heating and cooling systems to insure proper fuel consumption and compliance with pollution control standards to achieve maximum efficiency;
- Performs or assists in troubleshooting and repair of commercial and residential electrical systems, alarm systems (both fire and premises protection), gas and diesel generator systems, etc.;
- Performs or assists in plumbing repairs or installations of domestic water feed and waste piping, pipe fittings and shut-off valves consisting of, but not limited to, materials made of cast iron, steel, copper and all forms of vinyl and plastic piping;
- Operates equipment and tools utilized in the maintenance and cleaning of drains;
- Performs or assists in repair of mechanical or motorized equipment, such as sump pumps, fire pumps, air compressors, snow blowers, lawn mowers, etc.;
- Performs skilled carpentry repairs in both commercial and residential applications;
- Assists field maintenance management in the supervision of work crews and, on occasion, works as the immediate supervisor in the field manager's absence;
- May do skilled masonry work;
- May do skilled painting work;
- May be on 24-hour call for emergency repairs;
- Enters and retrieves information in an automated information system;
- Performs other related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, practices, materials and tools of the principle skilled trade in which the experience has been gained;
- Working knowledge of one or more additional trades;
- Working knowledge of the operation, maintenance and repair of heating systems;
- Working knowledge of modern buildings and grounds maintenance and repair practices;
- Working knowledge of personal computers and office equipment;
- Skill in the use of the tools of the trade where experience has been gained;
- Ability to understand and follow directions;
- Mechanical aptitude;
- Dependability;
- Thoroughness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Open Competitive:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of fulltime paid experience at journey-level position in one of the recognized skilled trades; **OR**
- (B) Three (3) years of fulltime paid work experience in either general building construction or maintenance work; **OR**
- (C) Any equivalent combination of training and experience as described in (A) and (B) above.

Promotional Component:

Two (2) years of fulltime permanent non-competitive status as a Maintenance Worker in the Albany Housing Authority.

SPECIAL REQUIREMENT:

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

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4/29/98
7/31/02