

**Posted: February 18, 2015**  
**Dept: Building Maintenance**  
**Grade 11, Step 1**  
**Salary: \$53,364.00**  
**Hours: M-F, 3pm – 11pm**  
**Respond to: Town of Yorktown**  
**Human Resources Department**  
**By February 25, 2015**

## **MAINTENANCE MECHANIC (REPAIR)**

### **GENERAL STATEMENT OF DUTIES:**

Performs skilled maintenance and repair work; does related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS:**

Under general supervision, an incumbent of this class performs a variety of maintenance and repair work of a skilled level, involving two or more building trades. Work is performed on the basis of written work orders or oral instructions, with work checked out occasionally by his superior. Supervision may be exercised over the work of laborers or other maintenance personnel.

### **EXAMPLES OF WORK:** (Illustrative Only)

Constructs and installs cabinets, bookcases, shelves, platforms, bulletin boards, paneling, railing and partitions;

Performs routine electrical and plumbing maintenance, repair and installation work, such as repairing and/or replacing electrical and plumbing fixtures, installing simple electrical outlets, and repairing pumps;

Repairs window sashes and doors;

Repairs and refinishes office furniture;

Replaces broken glass;

Installs ceiling and floor tile;

Prepares wood, metal, sheetrock and masonry surfaces for painting;

Mixes and applies paints, varnishes and stains to exterior and interior surfaces;

Repairs and installs masonry surfaces; Mixes cement;

Installs and repairs leaders, gutters and flashing;

Cleans stopped-up drains and does other emergency plumbing repair work;

Monitors, repairs and maintains hot water, steam and hot air lines and heating and ventilating systems; Maintains tools involved in work.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of the tools, techniques, and terminology of two or more building trades; good knowledge of the accident and safety precautions which apply to the building trades; ability to use tools and perform maintenance and repair work involving two trades; ability to work from sketches and blueprints; ability to follow written and oral instructions' ability to get along well with others; resourcefulness in work performance; initiative in completing assigned work; industriousness; physical strength and agility; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

Either (a) graduation from high school or possession of a high school equivalency diploma and four (4) years of maintenance and repair work experience involving two or more building trades such as carpentry, painting, plumbing, masonry, electrical or metal work; or (b) completion of a vocational program in any of the aforementioned trades and two (2) years' experience as in (a) above; or (c) five (5) years of experience as noted in (a) under the supervision of a skilled general maintenance mechanic; or (d) a satisfactory equivalent combination of the foregoing training and experience.

**\*Send, fax or e:mail resume, including salary history, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.**

Towns, Villages,  
Special Districts,  
Cities of Rye and Peekskill  
J. C.: Non-competitive

Job Class Code: 0465