

Posted: April 3, 2015
Dept: Building
Maintenance
Grade 15, Step 1
Salary: \$64,684.00
Respond to: Town of
Yorktown Human
Resources Department
By April 13, 2015

LEAD MAINTENANCE MECHANIC (REPAIR)*

GENERAL STATEMENT OF DUTIES:

Oversees and performs a wide variety of building maintenance and repair work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, performs and oversees a wide variety of work in the repair and maintenance of buildings, their equipment and related facilities including the layout of jobs sufficiently complex to require advance planning, the supervision of and participation in the work of an unspecialized work crew doing general repair work and the maintenance of necessary supplies and records. Work is performed with considerable independence and is initiated by oral instructions or written work orders.

Incumbent may work independently, or part of a crew or as lead worker on specific projects. As lead worker, oversees the work of lower level maintenance employees.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and performs carpentry work such as: installing and repairing office furniture (desk, chairs, cabinets, shelves); rebuilding and refinishing office furniture (sanding, varnishing, replacement of rungs);

Oversees and performs electrical and plumbing installation and repair work including repairing electrical fixtures, installing outlets, cleaning stopped-up drains, installing water pipes and fixtures, etc.;

Oversees and participates in the erection of wooden, plasterboard, or metal partitions;

Oversees and participates in the laying of asphalt or cork tile, performs miscellaneous inside and outside painting;

Oversees and participates in the installation and repair of locks, door checks, window ventilators and similar equipment;

Oversees and performs work related to the repairs of fans, motors, heaters and the like such as repairing short circuits or breaks in the heating coil;

Maintains simple records of jobs completed;

Requisitions supplies and materials needed for repair work;

Inspects work done by crew under supervisor for proper completion;

Performs routine and emergency repairs, both scheduled and in response to municipal emergencies (i.e.: water pipe brake; heating problem)

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the tools, techniques and terminology used in carpentry, plumbing, electrical, and routine repair jobs; thorough knowledge of the accident and safety precaution connected with such work; ability to plan work well in advance so daily assignments of men can be made without loss of time; ability to give effective direction to lower level personnel; ability to work effectively with others; ability to coordinate repair work with the work of other trades; initiative and resourcefulness in undertaking and completing assigned work; 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 years of experience in building and mechanical maintenance work; or (b) graduation from a two year post high school or trade school course and two years of experience in building and mechanical maintenance work; or (c) eight years of experience as a handyman, including four years of experience in building and mechanical maintenance work; 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 mqspurning@yorktownny.org. Equal Opportunity Employer.

* Formerly known as "Maintenance Foreman (Repair)"