

## **BUILDING MAINTENANCE MECHANIC III**

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

This position involves responsibility for skilled building maintenance and construction work. Incumbents work independently in one or more of the building trades in agencies that do not employ specialized trades personnel, or are responsible for supervising a small staff of Building Maintenance Mechanics I and II. This class differs from Building Mechanic II by virtue of a greater degree of independence and responsibility at sites which are physically separated from the County Building Complex or by virtue of supervisory responsibility. Work is performed under the general direction of a higher level employee. Employees are required to report to work as needed to cover emergency situations and to participate in snow and ice control activities.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Independently performs major renovation and construction projects involving carpentry, plumbing, electricity, masonry, painting at a skilled level, and operates a variety of maintenance equipment and vehicles;
2. In agencies that do not employ heating and ventilating personnel, repairs, maintains and operates heating and ventilating equipment;
3. Determines materials and cost estimates for projects;
4. Depending upon location, supervises lower level Building Maintenance Mechanics;
5. Maintains records and prepares reports of building maintenance and repair activities;
6. Participates in snow and ice control activities, which may include working overtime hours, reporting to work early, or reporting to work on scheduled days off, in cold and wet conditions;
7. When assigned to Dutchess Community College may perform maintenance repairs in Student Residence Hall with strict adherence to residence rights and housing procedures;
8. May coordinate with and inspect contracted maintenance projects;
9. May supervise the work of a cleaning crew.

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

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; good knowledge of one or more of the construction trades; ability to supervise the work of others; ability to read and understand simple diagrams and blueprints; ability to establish priorities in the planning and execution of the trade; ability to carry out detailed oral and written instructions; mechanical aptitude; manual dexterity; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

**BUILDING MAINTENANCE MECHANIC III** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Four (4) years of paid work experience in the buildings maintenance or construction trades, one (1) year of which involved skilled trades work.

**SPECIAL REQUIREMENT:**

A department head may require the possession of a valid New York State Driver License at the time of appointment and to maintain position.

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