

BUILDING MAINTENANCE MECHANIC II

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for a variety of semi- skilled tasks in building maintenance and construction work. The class differs from that of Building Maintenance Mechanic III in that Building Maintenance Mechanic III works more independently in the determination and completion of assignments or has supervisory responsibility over lower-level mechanics. Incumbents perform their duties with more independence in planning or laying out of work details than Building Maintenance Mechanic I. Work is performed under the general supervision of a higher-level employee. Supervision is not normally a function of this class; however, incumbents may be required to oversee designated projects. 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. Participates in carpentry, electrical, plumbing, masonry and painting work under the direction of skilled trades persons or supervisors;
2. Participates in major renovation and reconstruction projects as part of a team under direction of a higher level employee;
3. 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;
4. Independently performs preventive maintenance work on buildings and buildings equipment;
5. May participate in estimating materials and costs for assigned projects;
6. May supervise Building Maintenance Mechanics I or subordinate personnel on various projects;
7. When assigned to the College, may perform locksmith duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; ability to read and understand plans or sketches; skill in the use of standard tools and equipment of the trade; ability to follow oral and written directions; mechanical aptitude; manual dexterity; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years paid work experience in the building maintenance or construction trades.

SPECIAL REQUIREMENTS:

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

When assigned to the college, may be required to attend training program for locksmiths.

TR1402

ADOPTED: 06/11/85

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