



DUTCHESS COUNTY
CLASS SPECIFICATION

**Building Maintenance Mechanic III
(Heating and Ventilating)**

DATE ADOPTED: 06/11/1985

LAST REVISION: 04/17/2026

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DISTINGUISHING FEATURES OF THE CLASS:

This position involves leadership and participation in the efficient performance of semi-skilled and skilled tasks in the operation, maintenance and repair of building heating, ventilation, air conditioning and plumbing* systems. Positions in this class are distinguished from Building Maintenance Mechanic II (Heating and Ventilating) by the responsibility for leading a small group in the unit's projects and assignments. The work is performed under general supervision of the Heating and Ventilating Supervisor. 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 the work activities performed by lower level titles in this 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. Leads and participates in the performance of appropriate operating, adjustment, repair, maintenance and safety practices and procedures for heating, ventilating, air conditioning and plumbing* equipment and systems;
2. Plans details of work assignments and projects for a small group;
3. Instructs a small group in the installation and repair of equipment;
4. Determines materials and cost estimates for projects;
5. May coordinate with and inspect contracted maintenance projects;
6. Maintains records and prepares reports of building maintenance and repair activities;
7. Operates Building Management Systems (BMS);
8. Leads and participates in a variety of other building maintenance activities;
9. 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;
10. May be required to operate a motor vehicle in connection with assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles, practices, tools and materials used in the maintenance and repair of buildings;

Good knowledge of the construction, operation, maintenance and safety procedures of heating, ventilation, air conditioning, plumbing* and related equipment;

Ability to repair and maintain heating, air conditioning and plumbing* equipment in a safe and efficient manner;

Ability to instruct and direct a small group of employees;

Ability to understand and follow oral and written directions;

Ability to take the lead and give directions in the event of a mechanical failure or emergency;



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Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four (4) years of paid work experience involving responsibility for the performance of building maintenance or construction trades, three (3) years of which primarily involved the maintenance and repair of heating and ventilating equipment.

SPECIAL REQUIREMENTS:

Candidates must possess a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position. **A copy of the current valid license is required at time of application to be able to be considered for appointment.**

*In those agencies where heating and ventilating units include plumbing responsibility.

Must possess a valid EPA Section 608 Universal Certification by an EPA-approved certifying organization at time of application and to maintain position.

Must obtain HFO/A2L safety certification within (6) six months of appointment. Such certification must remain valid to maintain position.

OFFICIAL USE ONLY:

COUNTY BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
COUNTY GRADE: 13	COUNTY FLSA Code: OT Eligible
REVISION HISTORY: 06/11/85 07/01/91 05/29/98 10/27/15 01/30/19 04/17/2026	