



BUILDING MAINTENANCE MECHANIC I
Department of Public Works – Buildings Division
Salary: \$36,182.00

This is an entry level position which involves responsibility for a variety of unskilled and semi-skilled tasks in the maintenance of buildings, facilities and equipment. As an employee becomes more experienced in building maintenance, he/she will assume more semi-skilled job responsibilities. Work is performed under the general supervision of a higher level employee. Supervision is not normally a function of this class; however, with experience, incumbents may exercise direction over work relief, seasonal or part-time employees. 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:

The following is 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. Performs routine building maintenance and cleaning tasks; assists trades people in carpentry, electrical, plumbing, masonry, painting, and heating and ventilating labor work; replaces light bulbs, fixtures, ballasts, starters, wall switches, plugs, cover clips, etc.; moves and relocates office furniture and equipment; unloads delivery trucks and distributes supplies; repairs office furniture, desks, chairs, cabinets, shelves, picture frames, etc.; 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; checks performance of and cleans heating systems; performs a variety of cleaning duties including washing walls, polishing floors and cleaning bathrooms; paints, stains and varnishes interior and exterior surfaces as directed; Operates power tools such as saws, drain snakes, drills, sanders, etc.; Requisitions tools and supplies necessary in the performance of assignments; may keep simple records and make reports of building maintenance and repair activities; may perform a variety of groundskeeping duties such as the maintenance of lawns; may be required to perform security duties; may be required to operate a motor vehicle in connection with assignments.

MINIMUM QUALIFICATIONS:

- EITHER: (A) One (1) year of paid work experience in a position involving responsibility for the performance of building maintenance or construction;
- OR: (B) Two (2) years of building cleaning or security which involved minor maintenance responsibility;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

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.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before November 23, 2018 to:

Dutchess County Department of Human Resources
22 Market Street, Poughkeepsie, NY 12601
Phone: 845-486-2169
Website: www.dutchessny.gov
An EEO/AA Employer

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