



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT Building Maintenance Mechanic

YATES COUNTY IS SEEKING APPLICANTS FOR *BUILDING MAINTENANCE MECHANIC* TO FILL 1 VACANCY

Type of Appointment:	Permanent	Rate of Pay:	\$22.94 per hour
Position Status:	Full Time		
Classification:	Non-Competitive		
Location:	Yates County	Contract:	CSEA
Department:	Buildings & Grounds	Pay Group:	VIII
Vacancy:	1 position currently vacant	Exam Date:	NOT APPLICABLE
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	NOT APPLICABLE
Posted:	October 23, 2024	Application Deadline:	November 20, 2024

BUILDING MAINTENANCE MECHANIC - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This class involves a variety of building maintenance and repair tasks of a skilled nature. Although employees in this class, by reason of personal training and experience, generally devote most of their time to work of a single specialized field, they are required to work along various mechanical lines as the occasion demands. In this respect the class differs from such classes as Painter, Carpenter, Plumber, etc., which limit incumbents to a single trade. The duties of this class differ from Building Maintenance Worker by reason of the more skilled nature of the work involved. Incumbents perform their duties with some latitude for independent planning or laying out of the working details; in those cases where supervisory responsibilities are involved the Building Maintenance Mechanic acts as foreman over a number of workers who perform maintenance and repair jobs of a semi-skilled nature.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Supervises or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows, hardware and varied mechanical equipment and machinery;
- Installs shelving, storage cabinets and new hardware;
- Does skilled painting work;
- Oversees and takes part in ordinary building cleaning operations;
- On assignment, may operate a variety of light or heavy highway construction and road maintenance equipment;
- Oversees the operation of a central heating system;
- Makes inspections of property to ascertain repair needs;
- Estimates material required for repairs;
- Keeps daily time and material records;
- Supervises and participates in a general grounds' maintenance program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained;

Good knowledge of one or more additional trades;

Good knowledge of modern buildings and grounds maintenance and repair practices;

Familiarity with the operation and maintenance of heating systems;

Ability to plan and supervise the work of others;

Ability to understand oral and written directions;

Mechanical aptitude;

Dependability;

Thoroughness;

Good physical condition.

MINIMUM QUALIFICATIONS:

- a) One (1) year of experience as a journeyman in one of the recognized skilled trades; **OR**
- b) Four (4) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical; **OR**
- c) Any equivalent combination of experience and training.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**