

LEAD MAINTENANCE MECHANIC

JOB CODE: 7417
LOCATION: Tioga County Public Works Department
CLASSIFICATION: Non-competitive
SALARY: CSEA – Grade 1A
ADOPTED: 07/09/19, Tioga County Reso. 203-19; revised 12/2021

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for leading and participating in the repair and maintenance of buildings, grounds and equipment, and other structures. The work performed is of a general mechanical nature, which may include but is not limited to carpentry, plumbing, painting, welding, masonry, or electrical maintenance and HVAC systems maintenance. Work is performed under the direct supervision of the Working Supervisor for Building & Grounds; however, wide leeway is allowed for the use of independent judgment in carrying out the details of the work. General supervision is received from the Commissioner and Deputy Commissioner of Public Works. Supervision may be exercised over the work of Maintenance Mechanics and other subordinate employees. The incumbent works as the Working Supervisor's designee in leading and overseeing the work of Maintenance Mechanics and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Leads while participating in various activities of County Building & Grounds crews and the use of materials and equipment in the maintenance of County Buildings and Grounds;
- Assists with coordination and use of equipment between various maintenance projects;
- Installs and repairs electrical wiring and equipment;
- Cleans, maintains and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressors, motors, generators and air conditioning/refrigeration equipment;
- Builds, repairs and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;
- Installs and repairs plumbing fixtures;
- Performs a variety of steamfitting, welding, sheet metal fabricating or machine shop activities;
- Repairs windows, doors, floors, walls, furniture and roofs;
- Performs masonry duties such as mixing plaster and concrete, laying walls, steps, floors and foundations;
- Prepares surfaces and paints exteriors and interiors of buildings and structures;
- Performs general grounds maintenance activities such as mowing, snow plowing, shoveling snow or spreading salt;
- Meets with contractors as needed;
- May assist in planning maintenance schedules and workloads;
- May empty trash and recycling, do general cleaning, or washing windows.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; working knowledge of modern buildings and grounds maintenance and repair practices; working knowledge of electrical circuitry; working knowledge of the operation and maintenance of air conditioning and ventilating equipment; ability to secure the work of others; ability to understand and carry out oral and written instructions; ability to trouble shoot problems; ability to read wiring blue prints and diagrams, mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional – Permanent status within the Tioga County Department of Public Works with either: Two years of continuous employment as a Maintenance Mechanic III; or four (4) years as a Maintenance Mechanic II.

Open-Competitive - Graduation from high school or possession of a general equivalency diploma AND EITHER:

- a. Four (4) years of full-time experience or its part-time equivalent in large scale building operation and maintenance work, at least one (1) of which shall have involved leading and directing the work of others; OR

2. Lead Maintenance Mechanic

- b.** Certification of completion from a technical or vocational program in refrigeration and air conditioning, electrical wiring, plumbing, heating or similar field designed to prepare individuals in the field of building maintenance AND three (3) years of full-time experience or its part-time equivalent as described in a) above, at least one (1) of which shall have involved leading and directing the work of others.

SPECIAL NOTE: Possession of a valid New York State driver's license required at time of and throughout duration of appointment.