

MAINTENANCE MECHANIC I

Department: Varies

Classification: Non-Competitive

Specification Number: 4050

Approved: 4/25/22

Revised: 3/9/26 by JG

MINIMUM QUALIFICATIONS

Either:

- a) Completion of one (1) year of vocational education courses in a vocational school program, or in an apprentice or training program in one of the craft areas; or,
- b) One (1) year of experience in minor maintenance or repair work; or,
- c) One (1) year of experience as a full-time Laborer.

NECESSARY SPECIAL REQUIREMENT

Depending on the nature of the assignment, at the time of appointment and during employment in this title, candidates may be required to possess a valid New York State driver's license appropriate for the vehicle to be operated.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title performs a variety of semi-skilled tasks in the maintenance and repair of public facilities and properties. The incumbent assists higher-level maintenance mechanics, and performs a variety of tasks in craft areas such as plumbing, masonry, carpentry, electricity, welding, machine operations, and equipment maintenance. Work of this nature relates to the maintenance of a variety of Town buildings, facilities and equipment. Work assignments require the use of hand tools and power tools. Individuals in this title require a higher level of technical skill and mechanical ability and more frequent use of complex tools than do Laborers. Incumbents are expected to exhibit some initiative and judgment in work situations. Work is performed singly or in small groups and employees are expected to contribute some mechanical capability to the task at hand. Responsibilities include the reporting of unsafe or undesirable conditions to the supervisor. Work is subject to inspection while in progress or upon completion by higher-level Maintenance Mechanics, Crew Leaders or other supervisory personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

- Assists a higher-level Maintenance Mechanic in the servicing and repair of machinery and equipment, such as electric motors, pumps, meters, compressors and chain saws;
- Cleans, oils and greases machinery;
- Performs unskilled and semi-skilled work in assisting higher-level Maintenance Mechanics; performs semi-skilled work and cleans work area after completion of the job;
- Performs a variety of minor maintenance work in Town buildings;
- Clears stopped drains, changes electrical switches, repairs door locks, replaces floor and wall tiles; assists in the repair and replacement of window panes, door frames, shelves and cabinets;
- Assists in the installation of catch basins, drainage pipes, sidewalks and curbs along Town roads;
- Lays pipe and joins sections of pipe with brackets;
- Mixes cement and performs rough cement work and assists a skilled cement finisher in building forms for curbs and sections of sidewalk;
- Assists a higher-level maintenance mechanic in the repair of heating and cooling equipment; cleans boilers;
- Performs rough painting;
- Sets up ladders, scaffolding, barricades, sheeting, shoring and bracing as required;
- Operates a hand-pushed paint-stripping machine to line parking lots and street crossings.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of tools and procedures used in building and mechanical trades; ability to use hand tools and common power tools used in maintenance and repair work; ability to understand and follow oral and written instructions; skill in the operation of hand tools; physical condition commensurate with the demands of the position.