

MAINTENANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of mechanical and other building maintenance, repair and construction related tasks. A working knowledge of more than one trade is necessary, a Maintenance Specialist utilizes more skilled journeyman techniques for any considerable portion of time. A Maintenance Specialist has a working knowledge of more than one trade but specializes in one specific trade which consists of but not limited to electrical, mechanical (HVAC), finish carpentry, etc. General instructions are received, and work is performed under immediate or general supervision depending upon the nature of the tasks. The incumbent does related work as required.

Note: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs skilled work in but not limited to masonry, plumbing, carpentry, electrical and/or HVAC operations;
Performs preventative maintenance and maintenance on a variety of mechanical equipment;
Performs and/or leads general construction pertaining but not limited to remodels, replacement in kinds, etc;
Installs and repairs wiring systems and electrical fixtures and equipment;
Repairs windows, doors, floors, walls and other parts of buildings;
Installs and repairs general plumbing equipment such as sinks, toilets and baths;
Cleans and repairs boilers, pumps, heaters, pipe lines, valves and traps, including work associated with LP gas and fuel oil boilers, tanks (fuel and sewer), pipe lines and associated hardware;
Leads lower level employees in general grounds maintenance activities as per the direction of the Building and Grounds Supervisor;
Serves as general worker performing a variety of basic tasks;
Keeps simple records and reports of maintenance performed and materials received and used;
May monitor and record energy conservation equipment readings and note irregularities;
May, on occasion, perform housekeeping and cleaning tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Advanced knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of safety precautions and practices associated with maintenance work; proficient knowledge of the practices and techniques of two or more of the standard trades; mechanical aptitude; manual dexterity; industry; ability to understand and follow instructions.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and four years of experience in either general building construction, maintenance or repair work in more than one of the standard trades, such as carpentry, plumbing, electrical or masonry work.
- (b) Five years of experience in either general building construction, maintenance or repair work in more than one of the standard trades, such as carpentry, plumbing, electrical or masonry work; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Possession of appropriate class New York State Motor Vehicle Operator's License at time of appointment.