

Civil Division: Oneida County Government, Schools, BOCES  
Jurisdictional Class: Competitive  
EEO Category: Service/Maintenance  
Revised: 11/09/05

### **SENIOR BUILDING MAINTENANCE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class is responsible for a variety of skilled and semi-skilled building and maintenance repair tasks. These tasks may be performed in the areas of environmental control, automated and mechanical equipment, and maintenance and repair of a physical plant. Employees in this class, based on specific training and experience, may devote most of their time in several skilled, specialized fields. Duties will also involve other areas of responsibility in the building maintenance field. This position is distinguished from others which have a single trade discipline, in that it requires a significant working knowledge of journey-level areas of electricity, plumbing, steam fitting, carpentry, heating and ventilating, etc. This position differs from that of Building Maintenance Mechanic, by virtue of greater work planning and supervisory responsibilities. The work is performed under general or direct supervision of higher-level building maintenance personnel or supervisor, depending upon the nature of the work. Supervision is exercised over the work of Building Maintenance Mechanics and Helpers. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and performs a variety of building maintenance and repair tasks;  
Installs and maintains building heating and cooling equipment;  
Maintains and repairs water filtration and chlorination equipment while in operation to determine malfunctioning units;  
Inspects building equipment to ascertain maintenance and repair needs;  
Observes meters, gauges and other valves to regulate the flow of water and fuel;  
Periodically inspects equipment to ensure safe and efficient operation of same;  
Assures efficient and continuing operation of boilers, air conditioners, forced-air furnaces, air compressors, condensation pumps, circulation pumps, exhaust fans, gas and oil furnaces, etc.;

Cleans climate control apparatus to ensure efficient operation;  
Keeps formal records of inspections, servicing, inventory of spare parts;  
Installs fans, motors, pumps, compressors, plumbing and exhaust hoods in campus buildings;  
Installs electrical thermostats, relays, switches and outlets;  
Supervises and performs grounds maintenance activities, such as grass cutting and snow removal;  
Estimates materials cost and quantity for maintenance and repair activities.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of heating and cooling equipment maintenance and repair; good knowledge of buildings and grounds maintenance and repair practices and procedures; ability to install and maintain heating and cooling equipment; ability to repair and maintain filtration and chlorination equipment for swimming pools; ability to observe meters, gauges and other instrumentation to regulate the flow of water and fuel; ability to plan and supervise the work of skilled and semi-skilled building maintenance subordinates; ability to install fans, motors, pumps, compressors, plumbing and exhaust hoods in public buildings; ability to operate and maintain boilers, air conditioners, forced-air furnaces, compressors, pumps, fans, etc.; ability to install and maintain electrical equipment and controls; ability to understand and follow oral and written directions; ability to prepare reports related to the work.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in air conditioning or heating technology, construction technology, engineering technology or a closely related field **AND** two (2) years of experience in building construction and maintenance; one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience at the journey-level in one of the recognized skilled building trades; one (1) year of which shall have been at the supervisory level; **OR**
- (C) Six (6) years of experience, as described in (B) above.

Adopted: 10/31/85  
Revised: 01/31/95, 11/09/05