

Civil Division: Oneida-Herkimer Solid
Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Skilled Craft
Revised: 05/03/11

SUPERVISING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida-Herkimer Solid Waste Management Authority and involves skilled mechanical and supervisory work for maintaining a variety of mechanical, hydraulic and electro-mechanical plant equipment. An incumbent is responsible to plan, organize and maintain a preventative maintenance program in the plant to insure continuous and efficient operation. Additionally, an incumbent is responsible for developing testing systems to verify that operating parameters and measurement systems reflect plant operation and detect wear trends. This class differs from that of a less skilled position of Maintenance Mechanic by virtue of the more skilled nature of the work and supervisory responsibilities. The work is performed under general supervision of the Facility Manager or Assistant Manager with wide leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of subordinate maintenance employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Monitors, troubleshoots and repairs all mechanical, electrical and hydraulic plant equipment;

Develops and installs preventative maintenance programs;

Coordinates with supervisor on operation maintenance schedule and down time;

Supervises and performs machinery lubrication tasks and preventative maintenance activities;

Interprets blueprints and instructions provided by equipment manufacturers;

Orders necessary parts and supplies for repairs;

Observes plant personnel work practices and, within area of maintenance responsibility, insures strict adherence to safety requirements;

Supervises, installs and replaces a variety of plant equipment and machinery;

Consults with manufacturers' representatives, supervisors and subordinates relative to plant equipment functioning, repair and replacement;

Orders supplies and equipment needed for maintenance and repair of plant machinery and controls;

Welds, brazes and cuts metals and alloys using electrical and oxyacetylene equipment and techniques;

Prepares a variety of records and reports related to the work.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the installation, operation, maintenance and repair of steam equipment and pumps, valves, hydraulic regulators, electric control and related equipment concerned with operation of solid waste facilities; thorough knowledge of the common practices, tools, terminology and safety precautions of one or more of the mechanical trades; good knowledge of pneumatic and electrical controls and vacuum and pressure release valves; ability to work from plans, specifications and rough sketches; ability to follow and understand written and oral instructions; ability to plan and supervise the work of others; initiative and resourcefulness in solving mechanical problems; ability to troubleshoot complex equipment and systems and make major repairs; ability to insure that subordinate personnel follow accepted safety procedures and regulations; mechanical aptitude; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in mechanical technology or a closely related field and three (3) years of experience in the installation, repair and maintenance of mechanical, electrical, hydraulic, high pressure steam and related equipment; **OR**
- (B) Four (4) years of experience in the installation, repair and maintenance of mechanical, electrical, hydraulic, high pressure steam and related equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION: If the position requires operation of a motor vehicle, then the following special requirement applies: Eligibility for an appropriate level New York State driver's license at time of application for appointment; possession of the license at time of appointment. This license must be maintained throughout appointment.