

GENERAL MAINTENANCE MECHANIC
CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF
SALARY RANGE: \$23.61 - \$25.47/HOUR

The Chautauqua County Office of the Sheriff is currently accepting applications for the position of General Maintenance Mechanic with in the Mayville Jail location. This position is part-time at 19 hours per week with no benefits. This is a skilled trade position at the journeyman-level involving responsibility for the efficient performance of a variety of carpentry, maintenance and repair tasks for public buildings and facilities. This position differs from the Building Maintenance Mechanic II by performing skilled trades work independently and as a supervisor of other skilled and unskilled maintenance workers. The work is performed under general supervision permitting some leeway for planning technical details of each assignment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans and performs general maintenance tasks to include plumbing, pipe fitting, low pressure steam fitting, carpentry, masonry and mechanical repairs;
- Builds, repairs, and/or installs cabinets, shelves, doors, paneling, flooring, windows, and locks;
- Installs and repairs plumbing fixtures such as sinks, toilets, and showers;
- Establishes and maintains a preventative maintenance program for municipal public work facilities;
- Cleans, maintains, and makes repairs to boilers, pumps, valves, traps, compressor motors and generators;
- Installs and repairs electrical wiring and equipment;
- Performs masonry duties such as mixing plaster and concrete, laying walls, steps, floors and foundations;
- Prepares surfaces and paints exteriors and interior of buildings and structures;
- Operates boilers and air handling equipment, pumps, air compressors incinerators and other related boiler room equipment;
- Maintains sewer and fire sprinkler systems;
- Operates computerized controllers for various systems;
- Performs periodic inspection of facilities and equipment for mechanical or electrical malfunctions and needed repairs;
- Determines the method of repair to be used in the maintenance of the facilities;
- Maintains an inventory of required spare parts and other routinely used maintenance supplies;
- Assigns tasks to other subordinate maintenance personnel as required;
- May consult with manufacturers' representatives concerning extensive or difficult repairs;
- Keeps maintenance records;
- Consults with contractors as required;
- Makes estimates and prepares requisitions for needed materials and equipment;
- Participates in snow removal and ice control activities to include operation of snow plow and salt tractor;
- Operates trucks, automobiles, air compressors, and other motorized equipment;
- Performs general grounds maintenance activities.

This position is being filled by approved applications received.

MINIMUM QUALIFICATIONS: Three (3) years of experience in general building maintenance* or building trades work*, one year of which must have involved some supervision of maintenance workers.

*qualifying experience includes work experience as a carpenter, electrician, mason, plumber and/or heating, ventilating and air conditioning installers.

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside building cleaning activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, disposing of refuse.

ADDITIONAL REQUIREMENTS: Possession of a valid New York State driver's license and certificates appropriate to the vehicles, equipment and/or machinery operated at time of appointment or during the course of employment consistent with the needs of the agency.