

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: ASSISTANT BUILDING MAINTENANCE MECHANIC **TITLE #:** 1045

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for the efficient performance of varied maintenance and repair tasks. The work is performed under supervision of the Building Maintenance Mechanic and/or employee in administrative capacity. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in carpentry, plumbing, steam fitting and mechanical repairs;

Assists in the installation and repair of electrical wiring and fixtures;

Sands and varnishes floors;

Receives and inspects materials and supplies;

Services electrical motors and related electrical equipment;

Paints interior and exterior surfaces;

Mows lawns using power lawn mowers and participates in a variety of groundskeeping tasks, including seeding, grading, pruning, trimming, and spraying;

Maintains and/or repairs various equipment used in an institution;

May operate and perform minor maintenance on ventilating and heating systems, including high pressure type.

WHEN ASSIGNED TO MINISINK VALLEY CENTRAL SCHOOL DISTRICT:

Assists with daily updating of work order forms and preventive maintenance records for building or assigned area;

May conduct routine inspections of mechanical systems for the purpose of scheduling or monitoring preventive care and maintaining the parts and equipment inventories.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, tools and materials used in the maintenance and repair of buildings and equipment; skill and aptitude as a general mechanic; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of experience in general building maintenance or building trades work.

JURISDICTIONAL CLASSIFICATION: Non-competitive

ADOPTED: Unknown

REVISED: 10/21/93

REVISED: 4/6/95

REVISED: 5/10/01 ms

REVISED: 10/01/02 ms