

GENESEE COUNTY

MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: In a housing project of less than 500 units, this work involves supervision of and participation in the efficient and economical maintenance and operation of the properties of the housing authority. Supervision is received from the housing project manager with some leeway for making independent decisions on procedures to be followed in the completion of tasks. Supervision may be exercised over the work of maintenance laborers and others. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Makes periodic inspections of properties, including those under construction;
Makes electrical, plumbing, and heating repairs;
Does carpentry, painting, masonry, roofing, tiling, locksmithing and other mechanical work;
Maintains and cares for landscaped areas;
Makes local purchases of supplies and materials;
Estimates materials required for repairs;
Keeps daily time and material records;
Reads utility meters;
Requisitions supplies;
Performs a variety of other skilled work.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the practices, processes, tools and materials used in the maintenance of buildings and their mechanical, electrical and sanitary equipment; skill and aptitude as a general mechanic; ability to understand and carry out complex oral and written directions; ability to plan and supervise the work of others; ability to get along well with others; honesty; initiative; good judgment; physical strength; neat appearance; good physical condition.

MINIMUM QUALIFICATIONS: Two years of satisfactory experience in general building maintenance or building trades handyman work and completion of a standard senior high school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Adopted 2/18/77
Revised 3/21/03