

DEPARTMENT: ALL
CLASSIFICATION: COMPETITIVE; NON-COMPETITIVE FOR NCCC ONLY PER NYSCSC
12/17/2001
APPROVED: AUGUST 29, 2011

BUILDING MAINTENANCE PERSON II

DISTINGUISHING FEATURES OF THE CLASS: This is skilled work involving responsibility for independently performing a variety of mechanical and other building operation and maintenance tasks on building systems, including kitchen and laundry equipment. The incumbent must utilize skilled journeyman techniques when conditions warrant and a working knowledge of one or more trades is necessary. In addition, the work may involve operation of a truck, automobile, or other automotive equipment. General instructions are received and work is performed under general supervision permitting considerable leeway to carry out assignments, depending on the nature of the tasks. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Operates heating boilers, process piping, pumps, related equipment, and performs preventive maintenance tasks to promote efficiency and longevity of the equipment;
2. Operates air conditioning equipment from small package units to large centrifugal compressors, process piping, pumps, condensers or water-cooling towers, and related equipment such as heat exchangers, domestic water heaters, piping valves and return condensate pumping systems and performs preventive maintenance tasks to promote efficiency and longevity of the equipment;
3. Operates and maintains emergency generator for emergency electric power supply to one or more buildings;
4. Performs all preventive maintenance on pneumatic temperature control systems and component parts not covered by contractual obligations of calibrations, repairs and checks operation of dampers, unit valves, and controllers for room controls, and fan systems which may have both heating and cooling functions;
5. Performs maintenance work on electro-mechanical parts of fan systems such as motors, belts, fan freeze stats, fire stats, filters and campers (exclude working on high voltage equipment which should be performed by qualified electrical personnel);
6. Collaborates with outside contractors utilizing the County bidding and purchasing processes;
7. Maintains records for New York State Department of Health;
8. Reports to work on a call-in basis when necessary;
9. Installs new or replacement equipment, and executes changes and/or expansions related to building systems;
10. Assists building maintenance personnel, when assigned, to install, repair or maintain structural components, such as roofs, drains, windows, etc.;
11. Supervises, when assigned, the work of others in the performance of maintenance related tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, tools, terminology, and hazards of one or more standard buildings trades; good knowledge of modern buildings and equipment maintenance and repair practices; good knowledge of the operation, maintenance and repair of HVAC (heating, ventilating, and air conditioning) systems; ability to work from plans, specifications, and rough sketches; ability to understand and follow oral and written instructions; ability to work well with others and supervise and direct others on work projects; good motor, hand and eye coordination; mechanical aptitude and manual dexterity; initiative and resourcefulness; industry and dependability; willingness to be on call to report to work; physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent status as a Building Maintenance Person in the Niagara County Community College.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **and** two (2) years of experience in HVAC system operation and repair, one (1) year of which involved directing others in general building mechanical maintenance, boiler operation, electrical, plumbing, and/or machine work.

SPECIAL REQUIREMENT:

Possession of a valid New York State motor vehicle license to operate vehicles used in this field.