

DEPARTMENT: ALL
CLASSIFICATION: COMPETITIVE
APPROVED: REVISED NOVEMBER 28, 2000

GENERAL MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: Performs skilled journeyman work involved in the operation, repair, and maintenance of HVAC systems for large commercial buildings. General supervision is received from the Deputy Commissioner for Buildings and Grounds regarding what tasks are to be performed permitting considerable leeway for planning technical details of each assignment. Direct supervision is exercised over assigned employees. Performs related work as required.

TYPICAL WORK ACTIVITIES:

1. Directs the operation, maintenance and improvements to all mechanical equipment for buildings;
2. Directs the maintenance and operating procedures required to operate an energy efficient HVAC system;
3. Supervises and assigns employees to daily work schedule;
4. Plans schedule of required preventative maintenance services such as filter changing, coil and condenser cleaning, open boilers for internal NYS inspection and maintain same;
5. Oversee performance of required preventative maintenance services;
6. Provide input on the planning, design, implementation and evaluation of maintenance operating procedures for HVAC;
7. Provide input on the planning, design, implementation and evaluation of new HVAC equipment;
8. Inspects, installs and replaces steam and other piping, radiator traps, valves, gauges, pumps, and other accessories and fittings;
9. Operates, repairs and maintains air conditioners, chillers, water towers, air compressors, sump pumps, elevators, and related equipment;
10. Operates, repairs, and maintains high and low pressure boilers and related control equipment;
11. Plan and implement technical phases of work assigned to HVAC crew;
12. Purchase and install boiler chemicals maintaining accurate records on usage;
13. General repair and maintenance work as required;
14. Orders and accounts for parts and supplies for HVAC maintenance activities;
15. Maintains inventory records, cost analysis and prepare reports as required;
16. Prepare budget recommendations on all items pertaining to building operations and maintenance;
17. Maintains inventory of supplies such as boiler, chiller, water treatment chemicals, filter for a/c units, control valves, etc. as required;
18. Maintains inventory of stationary equipment such as boilers, a/c units, air handling units, chillers, water towers, sump pumps, small tools and related equipment to machinery;
19. Participates in department budget preparation;
20. Grinds and packs valves, packs pumps, replaces broken pipe flanges and gaskets.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools, terminology, and accident precautions of all the various trades; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to rig and work from scaffolds and ladder; good motor hand and eye coordination; manual dexterity; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Three (3) years of permanent competitive status as a Building Maintenance Mechanic in the Department of Public Works **and** must meet the following open competitive qualifications.

OPEN-COMPETITIVE:

Graduation from high school or possession of an equivalency diploma **and** possession of a refrigeration certificate and five (5) years of paid experience in the operation, repair, and maintenance of heating and air conditioning equipment and systems for large buildings. One (1) year of experience must have been in a supervisory capacity.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle license to operate vehicles used in this field. Per C.S.C. Action 4/24/89.