

## **ASSISTANT MAINTENANCE MECHANIC**

**DISTINGUISHING FEATURES OF THE CLASS:** This is semi-skilled mechanical work involving the repair and maintenance of buildings, building components and equipment including automotive equipment. The work may be performed in one or several mechanical fields and may be performed alone or as a team member. This class of position is distinguished from the lower level class of Maintenance Helper and the higher-level class of Maintenance Mechanic by the level of assignments as determined by the amount of maintenance knowledge and skill required to perform the job. Work direction may be given to lower level employees. During periods of emergency work any employee may be required to work at other than normal working hours. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs routine and preventive maintenance;  
Removes and replaces broken or defective units, parts, assemblies, etc. requiring minimal adjustments;  
Checks for operating efficiency of mechanical or electrical systems by routine reading of gauges and other measuring devices;  
Provides semi-skilled working assistance to skilled maintenance personnel;  
Performs routine hand or spray painting;  
May operate common bench machines;  
May make simple welding repairs;  
May operate electric or gasoline powered tools or equipment;  
May assist in moving furniture, supplies and equipment;  
May assist in cleaning and grounds work.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the tools, terminology and practices of a trade or trades in which employed;  
working knowledge of the tools, terminology and practices used in repair and maintenance generally;  
skill in the use of a variety of hand and power tools; ability to understand and follow oral and written directions; mechanical aptitude.

**MINIMUM QUALIFICATIONS:** Two (2) years of experience in construction, building maintenance or mechanical work.

**NOTE:** High school vocational training or technical school training or formal apprenticeship training in a trade skill may be substituted for experience on a year-for-year basis.

### **SPECIAL REQUIREMENTS:**

1. When assigned to a water treatment plant, it shall be the responsibility of the employer to make sure that incumbents possess a valid Grade D certificate issued under the provisions of Subpart 5-4 of the New York Sanitary Code.
2. Employees in this class may be given limited driving assignments provided employee is properly licensed and otherwise qualified; however such licensure or additional qualifications are not a mandatory requirement for this title.