

## **MAINTENANCE MECHANIC II \***

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and skilled work of a difficult nature which involves responsibility for the safe, efficient and economical maintenance of buildings, building facilities and equipment. The work is performed under the general direction of a maintenance supervisor or buildings and grounds administrator. Supervision is exercised over a number of mechanics and assistants. During periods of emergency work, employees in this class may be required to work at other than normal working hours. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Makes routine inspections of buildings, grounds and equipment;  
Plans and assigns work to maintenance staff and inspects work projects;  
Leads in the maintenance, repair and construction of buildings and building facilities and equipment;  
Assists in the planning and directs a program of preventative maintenance;  
Initiates orders for parts and supplies;  
Directs the storage of parts and supplies;  
Maintains inventories and records;  
Assists in the preparation of budget estimates;  
May, in time of emergency, perform general maintenance duties as required including but not limited to snow and ice removal, temporary window repair, water cleanup for flood or other water-related emergencies, etc.

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

Thorough knowledge of materials, practices, tools, terminology and safety precautions required for the maintenance of buildings, buildings facilities and equipment; ability to plan, schedule, lay out and direct the work of mechanics; ability to plan and provide an inventory and storage system; ability to work from plans and specifications; ability to understand and carry out oral and written directions; ability to prepare activity records and reports; mechanical aptitude.

**MINIMUM QUALIFICATIONS:** Six (6) years of experience in one of the building construction trades or in building operation or maintenance, two (2) years of which must have been in building operation and maintenance.

**NOTE:** In the County of Rockland Facilities Management Division of the Department of General Services, possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

**SPECIAL REQUIREMENT:** At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.

**PROMOTION:** Two (2) years of experience as a Maintenance Mechanic I or equivalent title.

\*This reflects a retitling of Maintenance Mechanic II (General).