

# Maintenance Mechanic Tompkins County

**Department:** Various Agencies Throughout Tompkins County  
**Classification:** Competitive  
**Labor Grade:** County Blue Collar Grade 8. Not defined for others.  
**Approved:** 08/2002  
**Revised:** 05/03; 10/16  
**By:** AF, Commissioner of Personnel

## MINIMUM QUALIFICATIONS:

- (a) Possession of at least 60 credit hours of study from a regionally accredited college or university with a major in electrical or construction technology or a related field, or completion of two years of study at an accredited technical school in the fields of electrical, air-conditioning, heating, refrigeration and one year of full-time paid (or the equivalent part-time and/or volunteer) experience in building maintenance or one or more of the building construction trades; OR
- (b) Graduation from high school or possession of a high school equivalency diploma and three years of full-time paid (or the equivalent part-time and/or volunteer) experience in building maintenance or one or more of the building construction trades; OR
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above as determined by the Commissioner of Personnel.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## Special Requirement:

A valid NYS Driver's License with a good driving record is required at the time of appointment and throughout the life of employment.

## DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this position is responsible for assisting skilled technical service employees with the installation, repair, maintenance, and operation of all HVAC, plumbing, controls, electrical, and related systems located in County-owned buildings to insure efficient and reliable operation. The work is performed under the general supervision of the General Maintenance Supervisor and receives on-site direction from the HVAC Systems Technician, Electrician, or Carpenter. Some leeway is allowed for the exercise of independent judgment. Supervision of others is not a function of this class. The incumbent may be required to perform cleaning, maintenance and other related duties as required.

## TYPICAL WORK ACTIVITIES:

- Assists with the installation, maintenance, repair and operation of boilers, chillers, cooling towers, air conditioning systems, air handling systems, heat pumps, variable air volume systems, ventilation systems, ductwork, heat exchangers, air compressors, motors, pumps, control systems (pneumatic & direct digital control), computer hardware for control systems and all other associated HVAC equipment and components;
- Assists with the installation, maintenance, repair, and troubleshooting of plumbing systems including, but not limited to, storm water, sanitary drainage, water supply, and natural gas piping systems; plumbing fixtures, automatic sprinkler systems, backflow prevention devices, and other associated systems;
- Assists with the installation, maintenance, repair, and troubleshooting of a variety of electrical equipment including, but not limited to, generators, switchboards, panelboards, disconnects, signal equipment, storage battery systems, lighting circuits and fixtures, facility related wiring and associated equipment;
- Assists with the repair of steam, water, glycol, and refrigerant leaks on piping, valves, fittings, coils, etc.;
- Assists with the calibration and adjustment of pump controls, thermostats, sensors, damper motors, actuators, energy management panels, belts, and motors to adequately maintain building comfort levels throughout the heating and cooling seasons;
- Performs preventive maintenance to HVAC systems and auxiliary equipment by lubricating, changing oil, filters, belts, bearings, couplings, etc.;
- Checks buildings or areas of responsibility daily to insure building systems are operating satisfactorily;
- Performs semi-skilled work in HVAC, plumbing, electrical, carpentry, masonry, painting, and construction;
- Responds to maintenance work requests and customer complaints and inquiries;
- Identifies, suggests, and implements energy conservation measures;
- Tests and treats water used in air conditioning and boiler systems in order to prevent growth of fungi and bacteria, and control corrosion;

- Unclogs sinks, toilets, floor drains, roof vents, and piping using drain cleaning machines;
- Interprets mechanical and electrical schematics as needed.
- Acquires and maintains licenses or special knowledge to maintain specialized equipment as required;
- Performs on-call duties as needed, responding to system emergencies after hours and on weekends;
- Required to access crawl spaces, attics, mechanical rooms, tunnels, pits, sub basements, and confined and isolated areas;
- Maintains hand tools and other diagnostic equipment needed to perform job duties;
- Maintains shop, tools, and parts inventory and makes needs known to appropriate staff;
- Required to operate equipment and/or participate in snow removal and grounds maintenance operations;
- Performs other duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the installation, repair, maintenance, and operation of HVAC, plumbing, controls, and related systems;
- Working knowledge of the principles, practices, terminology, and safety precautions used in the operation and maintenance of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Working knowledge of the methods, materials, and diagnostic tools and equipment used in the operation, maintenance, and testing of large complex HVAC and plumbing systems, auxiliary equipment and controls;
- Working knowledge of refrigerant usage and safe storage practices;
- Working knowledge of the practices, tools, and terminology of the electrical, carpentry, and painting trades;
- Working knowledge of code and life safety, and as it relates to HVAC, electrical and plumbing work;
- Working knowledge of CMMS, and BAS applications;
- Ability to re-prioritize workload to accommodate schedules and other emergencies;
- Ability to understand and carry out oral and written directions;
- Ability to read and interpret technical manuals, wiring and piping schematics, mechanical and architectural plans, and specifications;
- Ability to work cooperatively and effectively with management and staff of the various county departments, service providers, vendors, and to deal with service requests courteously, tactfully, and professionally;
- Willingness to respond to emergencies;
- Ability to work under adverse conditions - risk exposure to asbestos, toxic vapors, heat, cold, height, and accumulated dust;
- Dependability, initiative, resourcefulness, and good judgment are required;
- Physical condition commensurate with the demands of the position (i.e., ability to lift 70 lbs.);
- Ability to ascend and descend heights (i.e., climb stairs and ladders, personnel lifts, etc.) and have agility and freedom of movement;
- Ability to move easily in confined spaces. Must be able to wear a respirator;
- Ability to add, subtract, multiply, and divide as used in mathematical formulas;
- Possess strong customer service skills;
- Possess a working knowledge of computers.

Originally created 08/2002 – Maintenance Worker reclass.

M24.doc