

SCHENECTADY MUNICIPAL HOUSING AUTHORITY JOB DESCRIPTION

<i>Job Title:</i>	Building Systems Mechanic	<i>Department:</i>	Maintenance
<i>Reports to:</i>	Director of Development Operations	<i>Civil Service Classification:</i>	Competitive
<i>Bargaining Unit</i>	1037B	<i>Employment Status</i>	Full-Time

JOB SUMMARY

This position involves responsibility for performing a variety of skilled maintenance and repair tasks in connection with the Schenectady Municipal Housing Authority owned buildings, grounds and equipment. General supervision is received regarding what tasks to perform with leeway allowed for planning the details of each assignment.

JOB DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Troubleshoots, repairs and maintains SMHA equipment and property, including, but not limited to boilers, furnaces, air conditioning equipment and machinery, such as small engine equipment, appliances and power tools.
- Performs plumbing, carpentry, electrical, masonry, roofing, flooring, locksmithing and other mechanical repairs.
- Performs routine wall and ceiling repairs, to include plastering, sheet rocking, taping, spackling, patching and painting.
- Performs routine preventive maintenance on building systems.
- Performs property inspections to ascertain repair needs, and reports deficiencies to the site manager.
- Performs groundskeeping functions, including, but not limited to mowing, weed cutting and snow removal, such as plowing, snow blowing and shoveling.
- Assesses and reports inventory and service charges to the site manager.
- Handles on-call assignments as scheduled.
- Drives to designated sites to perform cleaning functions.
- Adheres to the SMHA Safety Policy.

SUPERVISORY RESPONSIBILITIES

The Building Systems Mechanic may assign work to and supervise subordinate employees at various work sites.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to climb, balance, stoop, kneel, crouch, crawl, reach, sit; stand, walk, push, pull, lift, and use hands to grasp and perform repetitive motions.

The physical requirements of this position also require the ability to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly to move objects.

MINIMUM QUALIFICATIONS

(Adopted by the Schenectady County Civil Service Commission)

Graduation from high school or possession of a high school equivalency diploma and two years of experience in skilled building systems maintenance.

SPECIAL REQUIREMENTS (At time of appointment):

Possession of a valid New York State driver's license at time of appointment and must maintain such license throughout the duration of employment.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the Director of Development Operations or the Executive Director.
- This job description is intended for the internal use by the Schenectady Municipal Housing Authority and does not replace the job specification that has been adopted by the Schenectady County Civil Service Commission.
- This job description does not create a contract of employment, express or implied.