

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>

General Information (716) 375-8000
Fax (716) 375-8047



JOB DESCRIPTION

Senior Maintenance Mechanic

QUALIFICATIONS:

Minimum four years of experience in either general building construction, maintenance or repair work in one or more of the standard trades, such as carpentry, plumbing, electrical work, masonry, etc..

RESPONSIBLE TO: Director of Facilities

JOB GOAL: To demonstrate thorough knowledge of modern buildings and grounds, maintenance and repair and construction practices; good knowledge of the common practices, tools, terminology and safety precautions associated with maintenance, repair and construction; a thorough knowledge of the practices and techniques of one of the standard trades and a good knowledge of one or more additional trades; ability to communicate, understand and execute oral and written directions; ability to lay-out work for oneself and others; mechanical aptitude; manual dexterity; a willingness to be available to respond to emergency situations; reliability; industry; physical condition commensurate with the demands of the position.

GENERAL RESPONSIBILITIES:

- A. Supervises the work of maintenance mechanics, maintenance workers, laborers, cleaners or other subordinates;
- B. Makes periodic inspections to determine condition and need for maintenance or repair of grounds, buildings and equipment;
- C. Confers with superior and assists in planning work activities;
- D. Requisitions materials and maintains records and reports of maintenance performed and materials received and used;
- E. Installs and repairs electrical wiring and equipment;
- F. Cleans, maintains and makes repairs to boilers, pumps, heaters, piping, valves, traps, compressor motors and generators;



- G. Builds and/or installs cabinets, shelves, doors, paneling, flooring, windows and locks;
- H. Installs and repairs water lines, plumbing fixtures such as sinks, toilets and showers;
- I. Operates and/or performs repairs on motor vehicles, and other motorized equipment;
- J. Repairs windows, doors, floors, walls and furniture, roofs, projectors, screens, and sprinklers;
- K. Performs masonry duties such as mixing plaster and concrete, laying brick or blocks preparing forms and pouring concrete;
- L. Performs preventive maintenance on agency vehicles; equipment and fixed property;
- M. Prepares surfaces and paints exteriors and interiors of buildings, structures, and equipment;
- N. Performs general grounds maintenance activities;
- O. Monitors and records energy conservation equipment readings and makes necessary adjustments to insure proper levels of balance and operation;
- P. May braze, flame-cut and weld to fabricate or repair equipment;
- Q. May load and unload materials and supplies and record goods received and shipped;
- R. May, on occasion, perform housekeeping and cleaning tasks;
- S. May requisition and maintain an inventory of specialized and general cleaning supplies and materials;
- T. May periodically secure surface samples for bacteriological analysis in order to assure cleaning supplies are being utilized properly;
- U. May develop, manage and implement a master cleaning schedule;
- V. May make daily quality control checks to ensure required standards of cleanliness and sanitation are being maintained.

TERMS OF EMPLOYMENT: 12 month position

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

