

MASTER MECHANIC I

DISTINGUISHING FEATURES OF THE CLASS: This is skilled mechanical work in one or more craft areas involving the maintenance of buildings and their appurtenances, public works structures and all types of mechanical assemblies. Assignments may be made to other trade skill fields requiring less proficiency depending on agency needs. Work is performed under general direction of a Master Mechanic II or other higher level employee, with considerable leeway for the exercise of personal skill. Work direction may be exercised over a small number of assistants and helpers. Employees in this class may be on call at times other than their regularly scheduled hours. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs a wide variety of journeyman level duties in the maintenance and construction of buildings, building components and appurtenances, public works structures and equipment (including installation) and other motorized and mechanical equipment;

Requisitions materials, motorized and mechanical equipment, tools and supplies as needed;

Maintains supplies, tools and shop area;

Maintains routine records and prepares routine reports;

Performs semi-skilled maintenance work in other craft fields;

Leads and directs building maintenance tradespeople such as carpenters, electricians, plumbers, etc.;

May perform lower level duties such as groundwork, cleaning, snow removal, etc., as needed;

May, in time of emergency, perform general maintenance duties as required including but not limited to snow and ice removal, door and window repairs, water cleanup from flooding or other water-related emergencies, etc.

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, tools, terminology and safety precautions of the trade or trades in which employed; skill in the use of the tools of the trade; ability to work from plans, specifications, schematics and to follow rough sketches and oral instructions; ability to lead the work of mechanics, maintenance workers and helpers; mechanical aptitude.

MINIMUM QUALIFICATIONS: Either

MASTER MECHANIC I (cont'd)

- a) Graduation from high school or possession of a comparable diploma and seven (7) years of journey-level* construction and/or maintenance experience in the trade skills of the class; or
- b) Ten (10) years of journey-level* construction and/or maintenance experience in the trade skills of the class; or
- c) An equivalent combination of training and experience as described in a) and b) above.

*Experience as a laborer or trade helper is not considered qualifying, journey-level experience.

SUBSTITUTION NOTE: Secondary and/or post-secondary school vocational training, 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. Possession and maintenance of a current valid CDL Motor Vehicle Operator's license issued by the New York State Department of Motor Vehicles, within six (6) months of appointment.
- 2. Any incumbent who is required to possess a CDL must also meet all qualifications as stated in NYS Vehicle & Traffic Law, Article 19.

TYPICAL TRADE SKILLS:

Automotive
Carpentry
Electrical
Electric Motor, Pumps, Generator or Component Repair
Elevator Repairing
Heating, Ventilating & Air Conditioning
Locksmith
Masonry
Painting
Plumbing
Roofing
Welding