

Mahopac Central School District
179 East Lake Boulevard
Mahopac, New York 10541
Phone (845) 628-3415 / Fax (845) 628-5502

POSTING

TO: All Staff
FROM: Human Resources
DATE: March 12, 2019
SUBJECT: Posting of Position

The District is seeking candidates for the following vacancy:

MAINTENANCE MECHANIC (SPECIAL)
One (1) Position
Salary as per USWOM Bargaining Agreement

Qualified candidates should **submit a resume** by **3:00 P.M., MONDAY, March 25, 2019** to the Human Resources Office, Mahopac Central School District, 179 East Lake Boulevard, Mahopac, NY 10541.

A copy of this posting can be accessed on the Mahopac Central School District's Website:

<https://www.mahopac.k12.ny.us/>

Click: Departments > Human Resources > Career Opportunities > Non-Instructional Postings

The Mahopac Central School District is an Equal Opportunity Employer.

Putnam County Civil Service Job Specifications are attached.

cc: **Building Principals – PLEASE POST**
District Office – PLEASE POST
Head Custodians – PLEASE POST
Anthony DiCarlo, Superintendent of Schools
Peter Ferone, Interim Transportation Supervisor
Mary Fowler, MTAA Unit
Ken Jones, USWOM Unit
Debra Legato, Assistant Superintendent for Human Resources
Thomas McMahon, MTA Unit
Dagoberto Miranda, UPSEU Monitor Unit
Phyllis Ruggiero, UPSEU Administrative Unit
John Russell, UPSEU Supervisory Unit
Harvey Sotland, Assistant Superintendent for Business

MAINTENANCE MECHANIC (SPECIAL):

DISTINGUISHING FEATURES OF THE CLASS: Work involves a variety of building maintenance and repair tasks of a skilled nature, including maintenance and repair work requiring knowledge of standard building trades such as carpentry, plumbing, electrical, etc. This class differs from Maintenance Worker by reason of the more skilled nature of the work involved, and leadership over other workers. Incumbents perform their duties with some latitude for independent planning or layout of work details. The Maintenance Mechanic may lead a number of workers in the performance of maintenance and repair jobs, while fully participating in the work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only) Oversees or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows, hardware and varied mechanical equipment and machinery; Oversees installation, or installs, shelving, storage cabinets and new hardware; Oversees or performs skilled painting work; Oversees and takes part in ordinary building cleaning operations; Oversees the operation of a central heating system; Makes inspections of property to ascertain repair needs; Estimates material required for repairs; Keeps daily time and material records; Oversees and participates in a general grounds maintenance program; 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.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; good knowledge of one or more additional trades; good knowledge of modern buildings and grounds maintenance and repair practices; familiarity with the operation and maintenance of heating systems; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; dependability; thoroughness.

MINIMUM QUALIFICATIONS:

Four (4) years of experience in either general building construction or maintenance work which included work in one or more of the standard trades, such as carpentry, plumbing, or electrical.

5/87; 1/09 Non-Competitive Class
Mahopac School District