



# Binghamton City School District

Christopher Columbus School  
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## **Building Maintenance Mechanic- Job Description**

The duties of this position involve performing a variety of skilled building maintenance and repair work. The incumbent is responsible for installing, maintaining and repairing a variety of electrical equipment in district facilities. Under certain conditions, the incumbent may supervise the work of Building Maintenance Helpers, Cleaners and Laborers. The incumbent of this position works under the general supervision of a higher maintenance supervisor. Does related work as required.

### **Typical Work Activities:**

- Installs, maintains, and replaces electric switches, outlets, light fixtures, electric fans, electric motors and circuit breakers
- Installs, maintains, and replaces all types of plumbing lines, soil pipes and fixtures
- Assists plumbers in the installation and replacement of heating pipes and boiler parts in hot water and circulation pump, boiler feeder pump and vacuum pump
- Diagnoses and repairs minor problems in gas and electric appliances
- Maintains and repairs gas and oil-fired furnaces and hot water heaters
- Takes pressure and fuel readings for oil and gas steam boilers, assists in cleaning boiler tubes
- Performs routine building maintenance cleaning work
- Performs snow plowing, snow removal and salting of walks and parking lots
- Performs paint work
- Performs tasks such as paperhanging, patching and sheet rocking
- Performs concrete repair work on steps and walks
- Lays and replaces the floors
- Performs mechanical repair and maintenance work on small tractors and snow blowers
- Makes periodic inspections of facilities
- May supervise Building Maintenance Helpers and Laborers in performance of their duties

### **Full Performance Knowledges, Skills, Abilities and Personal Characteristics:**

- Good knowledge of principles, practices, methods, and tools used in the plumbing trade
- Good knowledge of the operation of all pumps, especially the hot water circulation, boiler feeder pump and vacuum pump
- Working knowledge of the principles, practices, methods, tools and safety precautions used in the electrical trade along with minor troubleshooting procedures
- Good knowledge of building maintenance cleaning techniques

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**Full Performance Knowledges, Skills, Abilities and Personal Characteristics cont'd:**

- Working knowledge of concrete repair techniques on steps and walks
- Working knowledge of the mechanics of small tractors, snow blowers, and lawn mowers
- Skill in performing minor written carpentry and tiling tasks
- Ability to read and write
- Ability to understand and follow oral and written instructions
- Ability to work with and supervise the work activities of others
- Physical condition commensurate with the demands of the position

**Minimum Qualifications:**

- (a) Two years of responsible experience in one or more of the skilled trades which will have included carpentry, plumbing, electrical work and the maintenance of heating and ventilating equipment; or
- (b) Three years of increasingly responsible experience as a Building Maintenance Helper

NON-COMPETITIVE

Adopted: 01/10/83  
Revised: 06/02/2003

DAA/kam

updated: 3/1/21

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