Job Title: Maintenance Mechanic
Reports to: Manager of Facilities and Transportation
FLSA: Non-Exempt
Hours: Monday – Friday (37.5 hours/week)

Summary
Under the direct supervision of the Manager of Facilities and Transportation the Lead Technician is responsible to work closely with the Department Manager on renovation projects, restorations, moving and pick-ups. This position is also responsible for the upkeep of mechanical, electrical systems and ground maintenance.

Essential Job Functions
- Responsible for the completion of all maintenance service requests as assigned working closely with department staff to expedite the efficient resolution of work orders.
- Conduct inspections of building interiors/exteriors, grounds and advise Manager of necessary repairs.
- Work with department Manager to obtain bids and estimates for work that needs to be completed by an outside contractor.
- Recommends and purchases building and maintenance supplies and ensures adequate supplies and materials.
- Perform routine maintenance functions which may include but is not limited to painting, caulking, stripping and refinishing floors, sheet rocking, minor electrical work, plumbing, and preventive maintenance activities.
- Assembles and moves office furniture and agency equipment.
- When necessary assist the grounds and housekeeping staff including keeping the grounds and common areas free of trash and debris. Must be able to shift between sites when necessary.
- Move office furniture and equipment when necessary.
- Perform other duties/special projects as described by the Manager of Facilities as deemed necessary and appropriate to continue the safe and sanitary operation of the Agency.
Knowledge, Skills and Abilities

SKILLS: Are required to perform single technical and non-technical tasks. Specific skills required to satisfactorily perform the functions of the job include skills to operate commercial maintenance and cleaning equipment, common power tools, measuring devices, lawn and other related maintenance equipment. Basic mathematical skills needed to perform routine computation.

KNOWLEDGE of basic math and reading comprehension in order to follow instructions and understand written and oral instructions, as needed. Specific knowledge required of methods of commercial operation and maintenance of equipment, products and supplies and safety practices and procedures. Knowledge of occupational hazards and appropriate safety precautions.

ABILITY: Is required to schedule activities and use basic, job-related equipment. Ability to work with others in a diverse cultural environment and variety of circumstances, work with specific, job related data and utilize job-related equipment. The ability to direct the work of others in a professional manner designed to produce efficient, successful project completion and job performance excellence.

Physical Demands

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 sit and talk or hear. The employee is frequently required to walk distances; use hands and fingers to handle, or operate computers, objects, tools, or controls; and reach with hands and arms. May require climbing and working from ladders.

The employee must occasionally lift, and/or move up to 50 pounds and occasionally move or lift up to 100 pounds, climb ladders, stand for long periods of time, operate machinery and drive CPGR vehicles. Specific vision abilities required by this job include close vision and ability to adjust to distances and focus at various distances.

Position may require frequent bending, stooping and walking, work is both indoors and outdoors and exposure to various weather conditions and extreme weather for periods of time, also exposure to dust and harsh chemicals that if not handled properly may present a health hazard.
Qualifications

A High School Diploma with four (4) years’ experience in preventative maintenance. Extensive experience with minor electrical, drywall installation, plumbing, building repairs, and familiarity with supply ordering. Must be able to delegate and communicate assignments in detail. A valid NYS driver’s license is required.

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