

VILLAGE OF GREENPORT – NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the position of **Maintenance Mechanic II.**

Applications will be accepted until March 30, 2023.

Applications may be mailed to the Office of the Village Clerk as follows:

Village of Greenport
236 Third Street
Greenport, NY, 11944

Attn: Village Clerk Sylvia Pirillo, or: Applications may be e-mailed to the Office of the Village Clerk at the following address: spirillo@greenportvillage.org.

Please refer to the Suffolk County Department of Civil Service web site for an explanation of job specifications for the title as referred to above. Printed specifications can also be obtained from the Office of the Village Clerk, Sylvia Pirillo, at: 236 Third Street, Greenport, NY, 11944.

Please phone: 631.477.0248 to obtain a copy, or visit our web site: www.villageofgreenport.org.

Salary is \$ 20.00 per hour based on a 40-hour work week, and a full benefits package is applicable to this position.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.

Dated: March 13, 2023

Sylvia Lazzari Pirillo, RMC / Village Clerk / Village of Greenport

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs sub-craftsman level maintenance and repair work in a variety of buildings and mechanical crafts areas such as, electricity, plumbing, mechanical, carpentry, boiler operation, masonry and welding. Work differs from that performed by Maintenance Mechanic I in that the employee may act as a lead worker in larger facilities, work independently in a small facility or perform more complex work than a Maintenance Mechanic I. The level of work is below that of a Maintenance Mechanic III in that it does not require as high a degree of skill in a particular craft. Assignments are usually received verbally and may be accompanied by sketches, blueprints, assembly diagrams or operating instructions. Instructions are usually specific as to the nature of the work to be done. A Maintenance Mechanic II may devise methods for accomplishing assigned tasks and may work with some independence, but all work is subject to inspection in progress and upon completion by craftsman, foremen, or other supervisory personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

Performs minor electrical (110-220) work, such as cutting, bending and threading conduit, cable pulling, battery maintenance, resetting and adjusting clocks and replacing incandescent and fluorescent fixtures and ballasts, and installing and adjusting thermostats;

Makes general minor repairs to wood fixtures, ramps, ladders and frames; assists in the installation of door locks, hinges, shelf brackets, sash chains, and other hardware fixtures; assists higher level mechanics in cutting, fitting, assembling and erecting wooden objects and structures; cuts glass to size and shape and inserts in frames;

Maintains and repairs mechanical equipment, compressors, pumps, heat exchangers, refrigeration equipment, including the repair or replacement of motors, fans, belts, couplings, volutes, filters and other component parts; cleans and repairs burners, boilers and coils, makes adjustments for motor alignment, air flow and temperature/pressure controls;

Paints independently or under direction of craftsmen or foremen; sands down furniture or other items to be painted; applies primer and finishing coat using brush or spray gun; mixes plaster or cement and makes repairs;

Performs semi-skilled work in painting railroad and pedestrian crossing using stencils, spray painting equipment and paint stripping machines; lays out and participates in painting of markings for parking lot stalls;

Assembles swing sets, slides, benches, picnic tables and other equipment used in parks and recreation areas, mixes cement and pours foundations; installs and repairs fences;

Assists higher-level Maintenance Mechanics in the maintenance, repair and overhaul of air conditioning, heating and refrigeration equipment and other complex machinery;

Assists craftsmen or works independently to unclog sinks, toilets, sewer lines and similar apparatus;

Operates and performs basic maintenance and simple repairs on high pressure steam boilers and/or high temperature water systems; regulates fuel oil pressure, oil temperatures, and water, steam and oil pressures; monitors and performs safety checks of equipment;

Erects scaffolding; loads and unloads materials and cleans tools;

Uses blueprints, assembly diagrams, operating instructions and parts manuals in performing a variety of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the standard tools, materials, methods and practices of the trade areas to which the incumbent is assigned; good knowledge of the occupational hazards and safety precautions of the work; ability to understand and follow oral and written instructions, and to interpret and work from rough sketches; ability to make rough estimates of time and material requirements; ability to develop skill in the use and care of the tools, materials and equipment of the trade area concerned; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Either:

(a) Completion of two (2) years of vocational education courses in a vocational school program or in an apprentice or training program in one of the craft areas; or,

(b) Two (2) years of experience in minor maintenance or repair work; or,

(c) An equivalent combination of education, or training, and experience as defined by the limits of (a) and (b); or,

(d) One (1) year of experience as a Maintenance Mechanic I.

NECESSARY SPECIAL REQUIREMENT

Depending on the nature of the assignment, at the time of appointment and during employment in this title, candidates may be required to possess a valid New York State driver's license appropriate for the vehicle to be operated.