

Head Building Maintenance Mechanic – Internal Posting – Ithaca Housing Authority Employees

Ithaca Housing Authority – 800 S. Plain St., Ithaca, NY

Full-time (40 hours/week) Starting annual

Salary Range: \$55,120 - \$65,196

Application deadline: April 15, 2024

Excellent benefits including affordable health, dental and vision insurance, NYS Deferred Compensation Program, NYS Retirement System, and generous paid leave. Civil Service position. EOE.

Apply online at <https://ithaca-portal.mycivilservice.com/>. Please send resume with application; cover letter is optional.

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for planning, supervising, overseeing and performing the repair and maintenance of buildings, grounds, and equipment. The work is of a general mechanical nature and may include carpentry, plumbing, painting, masonry, heating or electrical maintenance and repair, welding, sheet metal working, locksmithing and related trades. Work is performed under general supervision of an administrative superior in accordance with established policies, allowing some leeway for the exercise of independent judgment in planning, initiating work and directing work of Building Maintenance Mechanics and other maintenance personnel. In the Ithaca City School District, the Head Building Maintenance Mechanic may act for and in place of the Supervisor of Custodians or the Director of School Facilities and Operations III as assigned. Does related work as

TYPICAL WORK ACTIVITIES:

Plans and schedules a program of preventive maintenance and repairs of buildings and equipment;
Assigns subordinate personnel to various maintenance and repair tasks and determines priority of work in collaboration with administrative superior;
Supervises the maintenance and repair of heating, plumbing, and other related electrical and mechanical equipment;
Conducts periodic inspections of job sites;
Supervises and performs the repair and maintenance of buildings including painting, plumbing, heating, electrical, welding, roofing, carpentry and masonry;
Estimates cost of maintenance and repair projects;
Requisitions equipment and supplies according to a prescribed manner;
Creates and maintains appropriate records on maintenance operations;
Coordinates project work with subcontractors and other work crews;
Ensures that work crews are equipped with the appropriate tools, materials and equipment;
Trains employees regarding building and grounds maintenance and repair techniques;
Ensures the security of tools, equipment and materials;
Operates motor equipment, tools and machinery related to the work assigned;
May perform manual labor activities relative to the work performed including loading, unloading, moving materials and supplies, and raking and shoveling;
In the Ithaca City School District, may act for and in place of the Supervisor of Custodians or the Director of School Facilities and Operations III as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of modern large scale buildings and grounds operations and maintenance practices; thorough knowledge of the tools, terminology and practices of one or more of the mechanical or construction trades; good knowledge of the operation and maintenance of heating and ventilating equipment; good knowledge of City codes and ordinances related to building maintenance and repair and groundskeeping; ability to perform skilled and semi-skilled tasks in one or more of the standard building trades; ability to safely and effectively use tools and operate equipment related to building and grounds maintenance and repair; ability to organize and maintain accurate records and files; ability to successfully work with and serve a diverse local community; ability to understand and carry out oral and written directions; ability to plan, assign and supervise the work of others; ability to establish effective working relationships; mechanical aptitude; physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed as a Building Maintenance Mechanic or Maintenance Worker with the Ithaca Housing Authority, and must have served continuously on a full-time permanent basis as a Building Maintenance Mechanic or Maintenance Worker with the Ithaca Housing Authority for two (2) years immediately preceding the date of the written test.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.