

MECHANICAL TECHNICIAN

Code No.: 3-15-030
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This technical position is responsible for troubleshooting and maintaining mechanical systems and training materials that support the skilled trades in areas such as heating, ventilating, and air conditioning, electrical and plumbing, conducting building audits and monitoring to ensure optimum operating efficiency and adherence to energy consumption, and ensuring compliance with statewide regulations. Duties involve assisting with the planning, designing and overseeing mechanical aspects for capital projects, monitoring systems and providing administrators with detailed information in order to properly maintain safe and healthy environments. Duties also involve technically assisting mechanics with maintenance information for repair and/or replacement of equipment and systems. General supervision is exercised over maintenance staff. The employee reports directly to, and works under the general supervision of a Senior Architect or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Works to establish accountability for energy consumption at every level of an organization;

Involves staff, and in school districts students, to promote an energy management program; takes ownership to ensure its success, and in school districts incorporates the energy management program with instruction;

Monitors organization wide energy usage and updates related reports;

Provides quarterly reports related to energy consumption and maintains utility and water consumption records and data;

Conducts research, attends training, and pursues opportunities in the field of energy management and conservation to ensure an organization remains on the forefront of alternative energy sources;

In school districts maintains and updates the Building Condition Survey (BCS), a five (5) year comprehensive work plan, pertaining to mechanical, electrical and plumbing systems when capital improvements made by contractors and in-house mechanics are completed;

Assists with utility metering, usage and reports, monitoring of cogeneration of plants and run time optimization and development of reports and the monitoring and oversight of security systems;

Assists with field investigations of mechanical and electrical systems associated with Maintenance Management Programs (MMP's) for in-house projects; identifies existing conditions and locations to determine if a project is viable by reviewing and referencing code items, identifying technical data, providing sketches and notations to mechanics for installation, and reviewing projects upon completion;

Assists in monitoring and troubleshooting heating, ventilating and air conditioning systems through an organization's management program;

Maintains, purges and updates a library for Operations and Maintenance manuals to record all infrastructure building products and materials installed in capital and in-house projects and provide data to be used for repairs and troubleshooting of building systems and components.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of common practices, tools, terminology and safety precautions in one or more of the skilled trades; good knowledge of related statewide regulations; good knowledge of proper and effective management procedures; good knowledge of related software; ability to monitor and troubleshoot a variety of mechanical, electrical and plumbing systems; supervisory ability; ability to utilize a personal computer; ability to analyze and interpret technical data and write reports; ability to communicate technical data to non-technical staff; ability to coordinate installation and repair of equipment; ability to monitor all aspects of an energy management program as well as mechanical systems for an entire organization; ability to conduct research in order to remain up to date on alternative energy sources; ability to understand and carry out relatively complex oral and written instructions; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Certificate or an Associate's degree in Heating, Ventilating and Air Conditioning plus three (3) years paid full-time or its part-time equivalent experience as a skilled worker in one or more of the electrical, mechanical or construction trades; OR in the installation, maintenance and repair of heating, ventilating and air conditioning systems found in commercial or public buildings; OR,
- (B) Five (5) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: November 5, 2020