

Town of North Hempstead- Highway Department

**The Town is seeking a Maintenance Mechanic 1 position
with a minimum of two year's experience in HVAC**

**MAINTENANCE MECHANIC 1 POSITION: (Carpenter)
(Electrician) (General Maintenance)(Heating, Ventilation,
and Air Conditioning) (Locksmith) (Mason) (Painter)
(Plumber) (Refrigeration) (Welder)**

GENERAL STATEMENT OF DUTIES

Performs a variety of semi-skilled maintenance and repair tasks or acts as assistant in performing a variety of skilled maintenance and repair tasks; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position requires the limited use of judgment and skill in performing a variety of routine maintenance activities and the work is reviewed for accuracy and completeness.

TYPICAL DUTIES

1. Opens blocked drains, repairs faucets, cuts and threads pipe, and assists plumbers or steamfitters as required.
2. Performs general maintenance and repair work on electrical equipment and assists electricians as required.
3. Mixes and pours cement, repairs plaster, and assists masons as required.
4. Lays linoleum and repairs floors, screens, windows, and assists carpenters as required.
5. Prepares openings and measures, cuts, installs, and secures glass and glass substitutes in buildings and equipment.
6. Paints buildings, rooms, and other areas as assigned and assists painters as required.
7. Makes minor repairs and adjustments to equipment; oils and cleans machinery as necessary.
8. Performs a variety of routine and emergency maintenance and repair tasks as required.
9. Performs simple soldering, brazing, or welding as required.
10. Assists Refrigeration Mechanic in the maintenance and repair of refrigeration and air conditioning equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the methods, materials, and equipment used in a variety of semi-skilled maintenance and repair work.
2. Skill in the care and use of tools and equipment used in a variety of semi-skilled maintenance tasks.
3. Ability to work quickly and efficiently in emergency situations.
4. Ability to perform a variety of semi-skilled maintenance and repair tasks and to assist in skilled tasks.
5. Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Two years of satisfactory experience in either

- A. General building maintenance and repair activities
- or
- B. One of the specialties listed above.

All interested applicants who meet the minimum qualifications should email a resume and cover letter to HR Commissioner Bob Weitzner at: careers@northhempsteadny.gov