



POSITION OPENING

POSITION: Maintenance Mechanic Crew Chief

Day Shift

MINIMUM QUALIFICATIONS: Preference will be given to candidates who possess the following:

- a) Nine years' experience in the building or service trades.
- b) High School Diploma or Equivalent Education and experience of five years in the building or service trades, one year of which was in a supervisory capacity
- c) Possession of a valid Class 5 New York State driver's license at the time of appointment.
- d) First Class Stationary Engineer License
- e) The ability to successfully complete a Sign Language Proficiency Interview (SLPI) at the proficiency level defined for each position as determined by SMSD OR The willingness to train toward successful completion of a Sign Language Proficiency Interview (SLPI) at the proficiency level defined for each position as determined by SMSD

JOB DESCRIPTION:

The work involves responsibility for school mechanical and electrical equipment in a school. The individual is responsible for the repair and maintenance of all facilities and equipment. Work is performed under the direct supervision of the Director of Facilities, allowing considerable leeway for the exercise of independent judgement in the performance of duties. Direct supervision is exercised by a staff of skilled and unskilled employees. Does related work as required.

Primary Responsibilities:

- Assigns and plans skilled work in one or more of the building or service trades
- Responsible for the repair and maintenance of plumbing and heating facilities, washrooms and related piping, traps, storm drains, gas lines, steam piping, boilers, return vacuum pumps, and various types of control apparatus
- Responsible for the repair and maintenance of all electrical equipment in the system, including ventilators, motors and controllers, stage and room lighting, electrical oil burning equipment and controls, power machinery and miscellaneous pumps
- Responsible for repair and maintenance of the exterior of buildings, including glazing sheet metal work slate, tar and gravel roofs

- May requisition supplies and equipment as required
- May supervise the repair of trucks, tractors, lawn mowers another equipment
- Estimates costs, time and material required for specific projects
- Inspect equipment used in building operations to ensure efficient operation and safety
- Maintains records appropriate to operations of the maintenance staff
- Rotation of Facility scheduled weekend coverage.
- Monitor fire protection, sprinklers, fire panel, smoke, and heat detectors
- Monitor and operate fire pump
- Conduct and document monthly fire drills
- Work with asbestos areas of the buildings, when necessary
- Must adhere to all required safety procedures
- Required to attend all required meetings.
- Perform other work duties as assigned
- Assist with snow removal and salting of entire grounds.
- Coordinate with outside contractors and Director of Building and Grounds inspections for all building safety and operating systems

Skills and Abilities:

- Thorough knowledge of the operation and maintenance of heating and ventilating systems
- Thorough knowledge of the principles, practices, terminology and tools used in carpentry, electrical, plumbing and heating trades
- Thorough knowledge of the use of power and hand tools
- Working knowledge of grounds maintenance
- Ability to estimate accurately the cost of repairs and amount of time required to complete projects
- Ability to prepare detailed reports
- Ability to plan and supervise the work of others
- Ability to get along well with others
- Initiative and resourcefulness
- Ability to follow written and oral instructions
- Dependability and good judgment

APPLICATION PROCEDURE: Applications may be obtained from the Human Resources Office. Please submit an application, resume, and all appropriate information to document qualifications:

Ms. Mary DeStefano, Director of Human Resources
 St. Mary's School for the Deaf
 2253 Main Street Buffalo, NY 14214
maryd@smsdk12.org

Salary Range: Hourly Rate - \$28.00 - \$35.00

Discussion concerning salary, benefits and working conditions do not constitute a commitment on the part of the school and should not be misconstrued as binding until a recommendation of appointment is approved by the Superintendent. All benefits are subject to the respective collective bargaining agreements and policies of St. Mary's School for the Deaf.

AN EQUAL OPPORTUNITY EMPLOYER