

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827

☎ 607 687 8494 📠 607 223 7074 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)

Bethany O'Rourke Personnel Officer



## NOTICE OF VACANCY Maintenance Mechanic I

**Date of Issue: 01/26/2022.** The work involves responsibility for the repair and maintenance of buildings, grounds and equipment, and other structures. The work performed is of a general mechanical nature, which may include but is not limited to carpentry, plumbing, painting, welding, masonry, or electrical maintenance and HVAC systems maintenance. Although employees of this class, because of individual training or experience, generally devote a greater part of their time to a particular specialized field, they are required to work in various mechanical fields as the occasion demands. Employees in this class work under general supervision allowing for the exercise of independent judgment in carrying out the details of the work. Designation of the incumbent's supervisor may vary depending upon the location of the position. Direct supervision may be exercised over the work of Maintenance Mechanics and other subordinate employees. Does related work as required.

Performance of duties of one of the following trades on a regular basis with occasional assistance in the other trades, while working under the direct supervision of a higher level maintenance mechanic: carpentry, electrical, masonry, plumbing welding, bridge repair or HVAC.

The title of Maintenance Mechanic I is **Non-competitive**, requiring applicants to meet minimum qualifications established for the position. Pending a criminal background check\*, an appointment may be made to this position.

**Status:** Permanent  
**Work Hours:** Full time; 40 hours per week  
**Salary:** \$18.195 / hr (2022 CSEA Grade 5 – base); Benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Public Works

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a general equivalency diploma and **EITHER:**

- a. One year of full-time experience or its part-time equivalent in one of the following recognized skilled trades: carpentry, electrical, masonry, plumbing, welding, HVAC, etc.; **OR**
- b. Two years of full-time experience or its part-time equivalent in general maintenance and construction; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (A) & (B).

**SPECIAL NOTE:** Possession of an appropriate level New York State driver's license at time of appointment and throughout duration of employment.

**Apply Online** by using our "Online Application Tool":  
<https://www.tiogacountyny.com/departments/personnel-civil-service/>  
Hard copy applications may also be submitted.

**Apply by:** Applications will be accepted until the position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.