

# Personnel and Civil Service

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## NOTICE OF VACANCY

### Maintenance Mechanic III

**Date of Issue: 01/02/24.** 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 three or more of the following trades on a regular basis under minimal supervision can handle projects independently: carpentry, electrical, masonry, plumbing, welding, bridge repair or HVAC. Performs all facets of project initiation and completion (creating materials list, purchasing, executing).

The title of Maintenance Mechanic III is **Non-competitive**, requiring applicants to meet minimum qualifications established for the position.

<b>Status:</b>	Permanent
<b>Work Hours:</b>	Full time, 40-hour workweek
<b>Salary:</b>	\$20.90/hr. (CSEA SG 3); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
<b>Location:</b>	Tioga County Department of Public Works

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

- 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**
- Two years of full-time experience or its part-time equivalent in general maintenance and construction; **OR**
- An equivalent combination of training and experience as defined by the limits of (A) & (B).

**Note:** Preference may be given to candidates with an **HVAC and/or electrical background**

**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/>

**Apply by: Applications are 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.