

SENIOR BUILDING SYSTEMS MECHANIC JOB POSTING

Date: November 22, 2016

Essential Job Functions:

- Assists in supervising prevention, maintenance and repair of several types of interior and exterior building structures and facilities.
- Completes routine, periodic and annual inspections of properties, including, but not limited to paint, site, apartment, utility, move-out, apartment turnaround readiness, annual apartment safety, lighting, roofing and vendor repair work.
- Troubleshoots, repairs and maintains SMHA equipment and property, including, but not limited to boilers, furnaces, air conditioning equipment and machinery, such as small engine equipment, appliances and power tools.
- Supervises and performs plumbing, carpentry, electrical, masonry, roofing, flooring, locksmithing and other mechanical repairs.
- Supervises and performs routine wall and ceiling repairs, to include plastering, sheet rocking, taping, spackling, patching and painting.
- Supervises and performs routine preventive maintenance on building systems.
- Performs property inspections to ascertain repair needs, and reports deficiencies to the site manager.
- Participates in planning for future facility repairs and improvement needs.
- Supervises on-site vendors.
- Reviews, approves and completes work orders on a daily basis.
- Accompanies the sheriff and site manager on evictions.
- Estimates maintenance charges for processing.
- Performs groundskeeping functions, including, but not limited to mowing, weed cutting and snow removal, such as plowing, snow blowing and shoveling.
- Assesses, requests, orders and tracks inventory on parts, equipment, vehicles and supplies and reports inventory and service charges to the site manager.
- Supervises work of subordinates.
- Possesses excellent interpersonal skills.
- Climbs, bends, stoops and works in heights and confined spaces.
- Routinely lifts up to 100 pounds.
- Handles on-call assignments as scheduled.
- Drives to designated sites to perform assignments.
- Possesses basic computer skills.
- Practices safety, adhering to the SMHA Safety Policy, in the performance of job duties.

Minimum Qualifications:

- Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in skilled building systems maintenance, with one year of supervision.
- Must have a valid NYS driver license and safe driving record.

EOE and Section 3 to the extent feasible

Random drug testing is in effect.

Applications: Send cover with salary requirement & resume to: SMHA, Att: HR; 375 Broadway; Schenectady 12305; or fax to HR at 372-0812, or jobs@smha1.org.

Submission Deadline: December 15, 2016

****Candidate will be required to take a Civil Service examination and score in the Top-three position.**