



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Public Works

- Job Title:** MAINTENANCE MECHANIC (Buildings & Grounds)
- Salary Range:** \$68,627 - \$78,347\* (\*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 3654 Galway Road, Ballston Spa, NY 12020
- Classification:** Non-Competitive (No Exam Required)

#### Job Description

This is skilled work involving responsibility for efficient and workmanlike performance of a variety of building, installing, maintaining and repairing tasks requiring the good knowledge of one or more of the mechanical or construction trades, such as carpentry, plumbing, painting, electrical repair, welding, sheet metal work, masonry, and related trades. General instructions are received regarding work of ordinary difficulty, permitting some leeway for planning the technical details. Detailed instructions are usually received for new or difficult assignments. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the completion of the work. Supervision may be exercised over the work of helpers and workers. Does related work as required.

#### Minimum Qualifications (at least)

Graduation from high school or a possession of a high school equivalence diploma and at least five (5) years of experience as a skilled workman in one or more of the mechanical or construction trades.

**NOTE:** Preference may be given to candidates with commercial HVAC, electrical, plumbing, and carpentry experience.

**SPECIAL REQUIREMENT(s):** Candidate must possess and maintain, a clear and valid New York State Driver's License appropriate for the *type* of vehicle to be operated, in meeting the necessary transportation needs of the job. This may include Class D, Class M/MJ, and Commercial (Class A, B, C) CDL.

#### Typical Work Activities (\*Illustrative)

- Installs, maintains, repairs and rebuilds a wide variety of electrical fixtures, equipment and systems;
- Installs, maintains and repairs and rebuilds a wide variety of plumbing equipment and systems;
- Performs a wide variety of steam fitting, forging, welding, sheet metal fabricating, or machine shop activities;
- Mixes and lays cement and concrete for walks, steps, floors and foundations;
- Plasters walls, partitions and ceilings, cuts stone and performs a wide variety of related masonry and stone cutting activities;



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- Makes, assembles, installs, maintains, repairs and rebuilds doors, stairs, walls, floors, desks, chairs, cabinets, tables, and other wood products, equipment and structures;
- Prepares, paints and refinishes wood, metal and other surfaces;
- Installs, maintains and repairs auto and truck upholstery, glass, batteries, tires and chains;
- Performs a wide variety of tasks of ordinary difficulty relating to the mechanical or construction trades;
- Performs related work as necessary.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted or until the flyer has been removed.**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*