



DEPEW UNION FREE SCHOOL DISTRICT

District Offices
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

Jeffrey R. Rabey, Ph.D.
Superintendent of Schools
(716) 686-5105
Fax (716) 686-5101

Susan B. Frey
Assistant Superintendent
for Curriculum, Instruction,
and Personnel
(716) 686-5129
Fax (716) 686-5101

Susan Arena
Business Administrator
(716) 686-5110
Fax (716) 686-5112

CSEA JOB POSTING NOTICE OF VACANCY

TITLE: General Mechanic F/T

LOCATION: Districtwide
Work Hours - 6:45 am – 3:15 pm
Monday - Friday

SALARY/BENEFITS: As per CSEA Union Contract

**ANTICIPATED
START DATE:** January 17, 2018

**QUALIFICATIONS/
DUTIES/SKILLS:** See attachment
Must possess civil service title

JOB DESCRIPTION: See attachment

**APPLICATION
DEADLINE:** November 17, 2017

INTERESTED PARTIES SHOULD SUBMIT AN APPLICATION IN WRITING
TO:

Jeffrey R. Rabey, Ph.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, New York 14043

November 9, 2017

JOB DESCRIPTION	GENERAL MECHANIC
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DISTINGUISHING FEATURES OF THE CLASS:

Performs skill journeyman work involved in the operation, repair and maintenance of HVAC systems for large school buildings. General supervision is received from the Director of Facilities regarding what tasks are to be performed permitting considerable leeway for planning technical details of each assignment. Performs related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs the operation, maintenance and improvements to all mechanical equipment for buildings;
2. Performs the maintenance and operating procedures required to operate an energy efficient HVAC system;
3. Plans schedule of required preventative maintenance services such as filter changing, coil and condenser cleaning, open boilers for internal NYS inspection and maintain same.
4. Performs routine plumbing and equipment repairs.
5. Provide input on the planning, design, implementation and evaluation of new HVAC equipment;
6. Inspects, installs and replaces steam and other piping, radiator traps, valves, gauges, pumps, and other accessories and fittings;
7. Operates, repairs, and maintains air conditioners, air compressors, sump pumps, and related equipment;
8. Operates, repairs, and maintains high and low pressure boilers and related control equipment;
9. Plan and implement technical phases of work assigned;
10. May be required to purchase and install boiler chemicals maintaining accurate records on usage;
11. General repair and maintenance work as required;
12. Orders and accounts for parts and supplies for HVAC maintenance activities;
13. Maintains inventory records, costs analysis and prepare reports as required;
14. Make recommendations on all items pertaining to building operations and maintenance;
15. Maintains inventory records of supplies such as boiler, water treatment chemicals, filter for a/c units, control valves, etc. as required;
16. Maintains inventory of stationary equipment such as boilers a/c units, air handling units, sump pumps, small tools and related equipment to machinery;
17. Grinds and packs valves, packs pumps, replaces broken pipe flanges and gaskets.
18. Operates snow plow equipment and various grounds keeping equipment when needed.
19. Other duties as needed, assigned by the Director of Facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools, terminology, and accident precautions of all the various trades; ability to work from plans and specifications and to follow rough sketches and oral instructions; ability to rig and work from scaffolds and ladder, good motor hand and eye coordination; manual dexterity; physical condition commensurate with demands of the position;

MINIMUM QUALIFICATIONS:

Graduation from high school and five (5) years of work experience in the operation, repair, and maintenance of heating and air conditioning equipment and systems for large buildings. One (1) year of experience must have been in a supervisory capacity.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle license to operate vehicles used in this field.

SEND APPLICATIONS AND RESUME TO: Dr. Jeffrey R. Rabey, Superintendent
5201 S. Transit Road
Depew, New York 14043