CITY OF BUFFALO
DEPARTMENT OF
PUBLIC WORKS, PARKS & STREETS

BYRON W. BROWN
MAYOR

STEVEN J. STEPNIAK
COMMISSIONER

MICHAEL J. FINN, P.E.
ACTING-CITY ENGINEER

CIVIL SERVICE JOB OPENING

May 21, 2015

Title of Position: General Mechanic

Number of Vacancies: Two (3) (Provisional)

Salary Range: $23,908 - $43,272

Location: Divisions of Water, Engineering, and Buildings

DUTIES: Performs necessary repairs to plumbing and steam lines, electrical repairs, wiring, fixtures and equipment, furniture, doors and windows, hardware and machines of various kinds such as lawn mowers, Installs racks, exhaust hoods and blowers in laboratories; Installs shelving, storage cabinets and new hardware; Services and repairs overhead doors (replaces Torsion springs, stretch springs, cables, pulleys, tracks, panels and related parts); Performs minor plastering repairs and masonry repairs including glass block replacements; Performs minor painting jobs and refinishes furniture; Performs simple repairs to furnaces, air ducts and operating maintenance machinery; Installs, replaces and repairs various types of locks; May be required to drive to and from work sites; May be required to maintain mobile warehouse with related equipment to maintain warehouse; May be required to operate electronic equipment to enter work orders, purchase orders and supplies; Performs related duties as required.

MINIMUM QUALIFICATIONS

Promotional
(A) Continuous and permanent status as a Maintenance Assistant, Maintenance Assistant (Water) or Laborer in the competitive class for at least one year. In addition, applicants must have two years of full-time experience in one of the skilled building trades including the following: carpentry, caulking, electrical, glazier, masonry, mechanical, painting, plastering, and plumbing;

Or

(B) Continuous and permanent status as a Housing Custodian, Laborer I or Laborer II in the non-competitive class for at least two years. In addition, applicants must have two years of full-time experience in one of the skilled building trades including the following: carpentry, caulking, electrical, glazier, masonry, mechanical, painting, plastering, plumbing.
Open Competitive

(A) Graduation from a vocational/technical high school in one of the skilled building trades: carpentry, caulking, electrical, glazier, masonry, mechanical, plumbing and one year of full-time experience in one of the skilled building trades: carpentry, caulking, electrical, glazier, masonry, mechanical, painting, plastering, plumbing (proof of education must be presented at time of filing application);

Or

(B) Three years of full-time experience in one of the skilled building trades (carpentry, caulking, electrical, glazier, masonry, mechanical, painting, plastering, plumbing);

Or

(C) Four years of full-time experience as a helper to one of the skilled building trades (carpentry, caulking, electrical, glazier, masonry, mechanical, painting, plastering, plumbing).

SPECIAL REQUIREMENT (FOR BOTH OPEN COMPETITIVE AND PROMOTIONAL):
Applicants must possess a current New York State Driver’s License that must be presented at time of appointment and maintained during length of employment.

NOTE: (for both open competitive and promotional)
Verifiable part-time experience will be pro-rated to meet full-time requirements.

All applicants must apply in writing for this position specifically detailing all experience and submit to Jason C. Shell, Administrator, Room 511 City Hall, Buffalo, NY 14202, by Monday, June 8, 2015.

[Signature]

Steven J. Stepniak
Commissioner

SJS/JCS