



## NASSAU COUNTY DEPARTMENT OF PUBLIC WORKS NON-COMPETITIVE JOB OPPORTUNITY

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Posting Date: January 8, 2019

Filing Date: January 23, 2019

### Job Description:

Title: Maintenance Mechanic I (HVAC)

Code: 70A

Unit: Facilities

Grade: 7

Salary: \$26,650-\$60,551

Location: Varies

Schedule: Varies

### INSTRUCTIONS FOR COMPLETING APPLICATION

*If you are applying for more than one position a separate application must be completed for each title with the title written in the upper right section on the front of the application. Please ensure that all applications are completed accurately and fully, and are signed before they are submitted to this office. Incomplete applications will not be considered. APPLICATIONS MAY ONLY BE SUBMITTED IN PERSON.*

The Nassau County Civil Service Application (CSX-1) can be obtained by contacting your Human Resources Unit. All completed applications with any supporting documentation must be returned on or before the filing deadline to:

Department of Public Works  
Human Resources Unit  
1194 Prospect Avenue  
Westbury, New York 11590

**\*Any application received after the filing deadline will not be considered\***

*It is strongly recommended that you maintain a copy of your application for your records.*

### RESIDENCY REQUIREMENTS

Must have resided in Nassau County for one year prior to date of posting.

### GENERAL STATEMENT OF DUTIES

Performs a variety of semi-skilled maintenance and repair tasks or acts as assistant in performing a variety of skilled maintenance and repair tasks in institutions and public buildings; performs related duties as required.

### COMPLEXITY OF DUTIES

Under general supervision, the position requires the limited use of judgment and skill in performing a variety of routine maintenance activities, and the work is reviewed for accuracy and completeness.

### QUALIFICATIONS

#### Knowledge, Skills, and Abilities

1. Knowledge of the methods, materials, and equipment used in a variety of semi-skilled maintenance and repair work.
2. Skill in the care and use of tools and equipment used in a variety of semi-skilled maintenance tasks.
3. Ability to work quickly and efficiently in emergency situations.
4. Ability to perform a variety of semi-skilled maintenance and repair tasks.
5. Ability to follow oral and written instructions.

#### Minimum qualifications

#### Training and Experience

Two years of satisfactory experience in either

- a. General building maintenance and repair activities; or
- b. One year experience in maintenance and repair of HVAC