



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

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**Posting Date:** April 23, 2019

**Filing Date:** May 13, 2019

### **Job Description:**

Title: Maintenance Mechanic Trainee (Various Trades)

Code: 7NS

Unit: Facilities

Grade: 5

Salary: \$24,224-\$53,780

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**

This is a non-competitive class trainee position. The period of trainee service shall be not less than one year nor more than two years from the date of original appointment; the service to be of such designated length as to satisfy the training and experience requirements for Maintenance Mechanic I. Upon satisfactory completion of the designated trainee service, which also serves as the probationary period, a Maintenance Mechanic Trainee shall attain permanent status as Maintenance Mechanic I.

### **COMPLEXITY OF DUTIES**

Under direct supervision, assists skilled maintenance mechanics in various trades; learns and assists in performing a variety of routine maintenance and repair tasks. The work is reviewed for accuracy and completeness; performs related duties as required.

### **TYPICAL DUTIES**

#### **Knowledge, Skills, and Abilities:**

- \*1. Learns and assists in opening blocked drains, repairing faucets, and cutting and threading pipe, and assists plumbers, steam fitters, or maintenance mechanics, as required.
- \*2. Learns and assists in general maintenance and repair work on electrical equipment, and assists electricians or maintenance mechanics as required.
- \*3. Learns and assists in mixing and pouring cement and repairing plaster and assists masons or maintenance mechanics as required.
- \*4. Learns and assists in laying linoleum and repairing floors, screens, and windows, and assists carpenters or maintenance mechanics, as required.
- \*5. Learns and assists in painting buildings, rooms, and other areas, and/or in hanging wallpaper, and assists painters or maintenance mechanics, as required.
- \*6. Learns and assists in making minor repairs and adjustments to laundry equipment, and oils and cleans machinery.
- \*7. Learns and assists in general maintenance and repair work on refrigeration and air conditioning equipment, and assists refrigeration mechanics or maintenance mechanics, as required.



- \*8. Learns and assists in maintaining, adjusting, repairing, installing, and replacing locks and related items, and assists locksmiths or maintenance mechanics, as required.
- \*9. Learns and assists in performing cutting and welding operations on iron fences, construction equipment, heating and plumbing systems, etc., and assists welders or maintenance mechanics, as required.
- \*10. Learns and assists in repairing and adjusting various equipment used in recreation activities, as required.
- \*11. Learns and assists in performing semi-skilled installation, maintenance, and/or repair of heating and/or cooling systems.

**\*TYPICAL ADA ESSENTIAL FUNCTIONS**

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Ability to learn the care and use of standard tools and equipment used in a variety of semi-skilled maintenance and repair work.
2. Ability to follow oral instructions.
3. Good physical condition and health in order to perform manual labor for extended periods.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Completion of eighth grade education.

**NOTE:** Trainee positions are subject to Rules XVII and XIX of the Nassau County Civil Service Rules in relation to the term of probation.