

**PLEASE POST**

**NOTICE OF VACANCY  
Buffalo Municipal Housing Authority**

**General Mechanic  
One(1) Provisional & One (1) Temporary Vacancy**

**Salary: \$39,513 - \$44,018**

All applicants must apply in writing and specifically detail all experience and qualifications related to the position (see attached job spec). City of Buffalo residency and possession of a current and valid NYS Driver are required. Submit resume and cover letter detailing qualifications to:

**Buffalo Municipal Housing Authority  
Human Resources Department  
300 Perry Street  
Buffalo, NY 14204  
Attn: Theresa Spagna, SPHR  
Deputy Executive Director for Personnel**

Resumes must be received before the close of business on

**Monday, October 17, 2016**

TS

Attachment: Job Spec

Posted: October 3, 2016

cc: BMHA Departments  
Management Offices  
BMHA Website  
cc: BMHA Board of Commissioners  
Civil Service Administration  
Tenant Council Presidents  
Martha Mitchell Center

**The BMHA is an equal opportunity employer.**

**DISTINGUISHING FEATURES OF THE CLASS**

An incumbent of a position in this class performs miscellaneous skilled work involving two or more recognized skilled building or mechanical trades. The incumbent is usually a "one-person" maintenance force of a department or is a member of an exceedingly small maintenance force so that work is regularly performed along various mechanical lines. This position differs from others classified as skilled trades i.e. painter, carpenter, electrician, plumber, mason, etc., in that they are not regularly confined on a full-time basis to a single trade. However, the General Mechanic requires a general knowledge of mechanical trades in addition to one trade in which he is skilled at performing. Duties are performed with some latitude for independent planning or laying out of the working details. Incumbents in this position may be required to supervise and direct unskilled workers.

**TYPICAL WORK ACTIVITIES**

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.

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

Good knowledge of the practices, terminology and safety precautions of the building trades including mechanical and electrical;

Good knowledge of general construction, repair and maintenance of mechanical, building and other related equipment;

Skill in the use of hand and machine tools used in building trades;

Ability to work from drawings or blueprints;

Ability to follow oral or written instructions;

Ability to get along well with others;

Good motor, hand and eye coordination;

Physical condition commensurate with the demands of the position.

## GENERAL MECHANIC 6290- (cont'd.)

### 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, 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.**

**ADOPTED:** 12/10/69

**REVISED:** 11/81; 4/83; 1/84; 10/5/88; 4/25/01; 10/31/01 (exam); 2/12/14;

**REVIEWED:** 4/17/03; 12/18/08; 4/5/11

**Department of Human Resources, Civil Service Administration, Room 1001 City Hall,  
Buffalo, NY 14202**