

## Town of North Hempstead Parks and Recreation

### Maintenance Mechanic Trainee

The Town of North Hempstead Parks and Recreation is looking for a Maintenance Mechanic Trainee.

If interested in the position, please email a resume and cover letter to [careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov)

#### 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 the 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, the incumbent receives training and assists journey-level mechanics in performing a variety of routine maintenance and repair tasks; performs related duties as required. The work is reviewed for accuracy and completeness.

#### TYPICAL DUTIES

This position involves routine duties performed along well-defined lines of procedures.

1. \*Learns to open blocked drains, repair faucets, cut and thread pipe, and assists plumbers, steam fitters, or maintenance mechanics, as required.
2. \*Learns general maintenance and repair work on electrical equipment, and assists electricians or \*maintenance mechanics, as required.
3. \*Learns to mix and pour cement, repair plaster, and assists masons or maintenance mechanics, as required.
4. \*Learns to lay linoleum, repair floors, screens, and windows, and assists carpenters or maintenance mechanics, as required.
5. \*Learns to paint buildings, rooms, and other areas, as assigned.
6. \*Learns to make minor repairs and adjustments to machinery, and oils and cleans it as necessary.
7. \*Learns general maintenance and repair work on refrigeration and air conditioning equipment, and assists refrigeration mechanics, as required.
8. \*Learns to maintain, adjust, repair, install, and replace locks and related items.
9. \*Learns to perform cutting and welding operations on iron fences, construction equipment, heating and plumbing systems, and other metal devices.
10. Assists in completing requisitions for parts and equipment, as required.

\*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 tasks.
2. Ability to follow oral instructions.
3. Ability to establish and maintain effective working relationships with associates.
4. Good physical condition and health in order to perform manual labor for extended periods.

#### MINIMUM QUALIFICATIONS

High school diploma or equivalent.

#### SALARY

\$51,356 annual (hourly rate of \$24.69)