

## SKILLED MECHANIC

**Department:** Meter Department  
**Classification:** Non-Competitive  
**Adopted:** 02/22/77  
**Revised:** 04/06/04  
**By:** Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled maintenance work involving responsibility for performing a variety of tasks requiring a knowledge of one or more of the building trades, such as carpentry, plumbing, electrical repair, masonry, painting, pool operation, etc. General instructions are received for work assignments permitting wide leeway for planning technical details. Detailed instructions are received for difficult or unusual assignments. Work is reviewed upon completion or through periodic or spot checks. Supervision is exercised over the work of subordinate maintenance and laboring personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (The following work activities are listed as *examples only and in no event shall an employee be limited to only those examples listed here.*)

- Supervises and instructs the work of helpers and others assigned to maintenance tasks;
- Builds, repairs and refinishes desks, tables, chairs, cupboards, etc.;
- Installs, maintains, repairs and rebuilds a wide variety of electrical fixtures, equipment and systems;
- Installs, maintains, repairs and rebuilds a wide variety of plumbing fixtures, equipment and systems;
- Performs a wide variety of steam-fitting, forging, welding, sheet metal fabricating or machine shop activities;
- Mixes and lays cement and concrete for walks, steps, floors and foundations;
- Plasters walls, partitions and ceilings, cuts stone and performs a wide variety of related masonry and stone cutting activities;
- Makes, assembles, installs, maintains, repairs and rebuilds doors, stairs, walls, floors, desks, chairs, cabinets, tables and other wood products, equipment and structures;
- Prepares, paints and refinishes wood, metal and other surfaces;
- Installs, maintains and repairs auto and truck upholstery, glass, batteries, tires and chains;
- Performs maintenance and grounds work for all athletic fields, athletic and recreational facilities including swimming pools;
- Performs a wide variety of tasks of ordinary difficulty relating to the mechanical or construction trades.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the common practices, tools, terminology and safety precautions of one or more of the mechanical or construction trades; ability to work from plans, specifications and rough sketches and to follow oral and written instructions; demonstrated skill in at least one of the mechanical or construction trades; ability to get along well with others; good hand and eye coordination; dependability; good physical condition.

MINIMUM QUALIFICATIONS: One (1) year of experience as a skilled worker in one or more of the mechanical or construction trades. Must possess a New York State Driver's License at the time of appointment and must retain License after appointment.

OTHER FEATURES RELATED TO THIS POSITION ARE AS FOLLOWS:

Involving responsibility for acquiring water data from water meters, installation, maintenance, repair, testing, and cleaning of water meters. Work is performed under general supervision in accordance with prescribed procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

Installs new, used, rebuilt, etc. water meters and reading or transmitting devices. Repairs, replaces and cleans defective or noisy meters in homes, business or industrial establishments;

Removes and resets water meters at consumer's premises;

May dig holes in concrete, black top or soil to locate, straighten or replace the curbside water line shut off;

Mix, repair and replace concrete and black top;

Assists in the collection of over-due accounts;

Rates meters in the field with an electric recorder;

Reads and inputs readings from water meters;

Investigates water usage;

Reports leaks, defective meters, changes in service, metering anomalies as assigned.

Access customer data, maps, billing records, assignments, etc. with various devices;

Uses personal computer and other office machines;

Tests, rebuilds, repairs, calibrates new and repaired water meters;

Modify piping as required to accommodate replacement meters;

Repairs or rebuilds commercial meters at installation site;

Computes results of meter tests and plots accuracy curves of meter tested;

Indexes and files results of work performed.

Good knowledge of the operation, installation, maintenance and minor repair of water consumption measuring devices; ability to deal effectively with others; ability to follow simple oral and written directions; courtesy and tact in with dealing with the public; mechanical aptitude; honesty; dependability; initiative; good judgment; good physical condition.

**MUST ALSO SUBMIT JOB APPLICATION!**

**Current Salary - \$25.14 per hour**