

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** NON-COMPETITIVE PENDING NYSCSC APPROVAL  
**APPROVED:** JUNE 12, 2026

### EQUIPMENT MECHANIC/LABORER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for establishing a preventative maintenance program for and efficiently performing mechanical repairs on a variety of machines and equipment used in the maintenance of a school facility and grounds. The incumbent performs general buildings and grounds maintenance activities when assigned. The work is performed under the general supervision of the Director of Facilities, with considerable leeway allowed for planning and carrying out the technical details of the work. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Makes general repairs to and services large and small equipment used in the maintenance of school facilities operations, including but not limited to, lawn mowers, tractors, hand tools and snow removal equipment;
1. Performs general buildings and grounds maintenance and repair activities;
2. Plans work, estimates, and requests required materials and supplies;
3. Interprets diagrams, charts and manuals for equipment service and repairs;
4. Maintains records on equipment condition and general shop supplies for replacement or surplus;
5. Maintains accurate records of work performed and material used;
6. Drives trucks and hauls trailers;
7. Plows snow and salts as needed;
8. Performs welding and cutting to make repairs on equipment and parts;
9. Performs electrical repairs and re-wiring work on equipment;
10. Operates machine shop equipment including lathes, grinders, drill press and other machines to make, rebuild or repair parts for above auxiliary equipment;
11. Performs necessary repairs to machines, tools and other shop equipment;
12. When assigned, may perform routine manual labor tasks.

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

**CHARACTERISTICS:** Good knowledge of the common practices, terminology, tools, and equipment used in school facilities and grounds maintenance; good knowledge of machine shop operations; good knowledge of the operation, maintenance, and repair of equipment used in school facilities and grounds maintenance; good knowledge of accepted safety practices for the work; skill in the use and operation of standard machine shop tools and equipment; ability to maintain and repair large and small engines; ability to read electrical schematics; ability to prepare a preventative maintenance program; ability to operate equipment in a safe and efficient manner adhering to safety precautions; ability to follow verbal and written instructions; ability to maintain accurate records; ability and willingness to perform buildings and grounds maintenance and repair activities; mechanical aptitude; manual dexterity; good hand and eye coordination; dependability; industry; honesty; initiative; sound judgment; willingness to work outside under adverse weather conditions; ability to lift over fifty (50) pounds; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** three (3) years of full-time paid experience in maintaining equipment which also involved the performance of general laborer tasks.

**SPECIAL REQUIREMENT:** Possession of an appropriate New York State Motor Vehicle Operator's License at the time of appointment and throughout the duration of employment.