

BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601

INTERNAL

RECRUITMENT BULLETIN # 21-22-16
JULY 2021

SENIOR MAINTENANCE MECHANIC
POUGHKEEPSIE CITY SCHOOL DISTRICT

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

SENIOR MAINTENANCE MECHANIC- DISTRICT WIDE
POUGHKEEPSIE CITY SCHOOL DISTRICT

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab at www.poughkeepsieschools.org

QUALIFICATIONS:

No minimum qualifications required.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Leads and participates in the repair and maintenance of the interior and exterior of buildings including: grounds upkeep, window glazing, sheet metal work, slate, tar and gravel roof repair;
2. Leads and participates in the repair and maintenance of plumbing and heating facilities including washrooms and related piping, traps, storm drains, gas lines, boilers, furnaces and various types of control apparatus;
3. Leads and participates in the repair and maintenance of electrical equipment including ventilators, motors and controllers, stage and room lighting, electrical oil burning equipment and controls, power machinery in various school shops, all portable electric machinery and miscellaneous pumps;
4. Makes regular inspections of buildings and grounds to ensure that proper cleaning and maintenance procedures are maintained;
5. May schedule and assign cleaning and maintenance work to be performed by subordinate personnel;

6. May check to ensure that all buildings are heated, cleaned, locked and unlocked, and in readiness for all activities;
7. Schedules and supervises preventive maintenance operations;
8. When employed by a school district, may lead and participate in the preventive and corrective maintenance operations of the sewage treatment plant;
9. Keeps maintenance records and makes reports of activities carried on;
10. Keeps inventory records and reorders necessary parts;
11. May compute and submit maintenance budget requests;
12. Inspects and otherwise exercises control over work performed by outside contractors;
13. Does related work as required.

Thorough knowledge of building cleaning and maintenance practices and procedures, supplies and equipment; through knowledge of the tools, terminology and practices of one or more of the skilled trades involved in building maintenance, such as plumbing, electrical, carpentry or steam-fitting; ability to plan and supervise the work of others; ability to learn safety procedures and practices; ability to learn sewage treatment plant operation and maintenance; ability to follow moderately complex oral and written directions; ability to make decisions on day-to-day maintenance and custodial matters; mechanical aptitude; thoroughness; physical condition commensurate with the demands of the position.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: In accordance with the CSEA contract

FINAL DATE FOR FILING: Open until filled

PLEASE SEND RESUME OR APPLICATION TO :



hroffice@poughkeepsieschools.org
 Dr. Timothy Wade
 Assistant Superintendent for Administrative Services
 Human Resources Department
 18 South Perry St. Poughkeepsie, NY 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.