



DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES

5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

Hank Stopinski, Ed.D.
Superintendent of Schools
(716) 686-5105
Fax (716) 686-5101

CSEA JOB POSTING NOTICE OF VACANCY

TITLE: Maintenance Mechanic Crew Chief
Full-Time (12 Month)

LOCATION: District Wide
Work Hours - 6:45 am – 3:15 pm
Monday - Friday

SALARY: \$28.13

**ANTICIPATED
START DATE:** As soon as possible.

**QUALIFICATIONS/
DUTIES/SKILLS:** See attachment

JOB DESCRIPTION: See attachment

**APPLICATION
DEADLINE:** December 22, 2023

PLEASE SUBMIT LETTER OF INTEREST AND/OR APPLICATION TO:

Hank Stopinski, Ed.D., Superintendent of Schools
DEPEW UNION FREE SCHOOL DISTRICT
5201 S. Transit Road
Depew, New York 14043

December 8, 2023

MAINTENANCE MECHANIC CREW CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the efficient operation and upkeep of school mechanical and electrical equipment in a suburban school district. The incumbent is responsible for the repair and maintenance of all facilities and equipment. Work is performed under the direct supervision of the Director of Facilities or his assistant, allowing considerable leeway for the exercise of independent judgment in the performance of duties. Direct supervision is exercised over a staff of skilled and unskilled employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns and plans skilled work in one or more of the building or service trades;
- Is responsible for the repair and maintenance of plumbing and HVAC system, washrooms and related piping, traps, storm drains, gas lines, steam piping, boilers, return vacuum pumps, and various types of control apparatus;
- Is responsible for the repair and maintenance of all electrical equipment in the system, including ventilators, motors and controllers, stage and room lighting, electrical oil burning equipment and controls, power machinery and miscellaneous pumps;
- Is responsible for repair and maintenance of exterior of buildings, including glazing, sheet metal work, slate, tar and gravel roofs;
- May requisition supplies and equipment as required;
- May supervise the repair of trucks, tractors, lawn mowers and other equipment;
- May be responsible for grounds maintenance, including sidewalks, roadways, fences, playgrounds and all related equipment, athletic fields, etc.;
- Estimates costs, time and material required for specific projects;
- Inspects equipment used in building operations to insure efficient operation and safety;
- Maintains records appropriate to operations of the maintenance staff;
- Evaluates work performance of subordinate employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the operation and maintenance of heating and ventilating systems;
- Thorough knowledge of the principles, practices, terminology and tools used in the carpentry, electrical, plumbing and heating trades;
- Thorough knowledge of the use of power and hand tools;
- Working knowledge of grounds maintenance
- Ability to estimate accurately the cost of repairs and amount of time required to complete projects;
- Ability to prepare detailed reports;
- Ability to plan and supervise the work of others;

- Ability to get along well with others;
- Initiative and resourcefulness;
- Ability to follow written and oral instructions;
- Industry and dependability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A.) Graduation from high school or vocational school or possession of a high school equivalency diploma and five (5) years of experience in the building or service trades, one (1) year of which was in a supervisory capacity; OR
- B.) Nine (9) years of experience in the building or service trades, one (1) year of which was in a supervisory capacity; OR
- C.) An equivalent combination of training and experience as defined by the limit of (A) and (B).

SPECIAL REQUIREMENT:

Possession of a valid CDL-Class B New York State driver's license at the time of appointment.

NOTE:

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.