

ALDEN CENTRAL SCHOOL DISTRICT

13190 Park Street
Alden, New York 14004
(716) 937-9116

ANNOUNCEMENT OF ANTICIPATED STAFF VACANCY

Applications are invited for consideration for appointment to the following position:

DATE: March 26, 2024

POSITION: Maintenance Mechanic – Full-Time

SHIFT: 1st Shift

LOCATION: Alden Central School District/Maintenance Department

STARTING DATE: As per Board Approval

SALARY: As per ACSEA Contract

RESPONSIBILITIES: Good knowledge of the tools, terminology, procedures and equipment of one or more of the skilled maintenance or repair trades; ability to make a variety of skilled repairs and installations rapidly and accurately; ability to read and interpret plans, blueprints and specifications; ability to get along well with others, mechanical aptitude and manual dexterity; takes initiative and is resourceful, industrious and dependable; physical condition commensurate with the demands of the position. Typical work activities include:

- Performs skilled work in one or more of the building or service trades;
- Plans work, estimates material and supplies required, may read blueprints to determine outcome of work indicated, interprets diagrams, charts and specifications, requests supplies and equipment;
- Operates power equipment, hand tools and testing equipment;
- Maintains equipment and shop in good condition;
- May repair trucks, tractors, lawn mowers, and other equipment;
- Repairs and refinishes desks, tables, chairs and other furniture;
- Cleans and paints walls, woodwork, and floors;
- Inspects, installs and replaces steam and other piping, radiator traps, valves, gauges, pumps and other accessories and fittings;
- Grinds and packs valves, packs pumps, replaces worn pipe flanges and gaskets;
- Replaces light bulbs, fuses and fixtures and makes minor electrical installations;
- Replaces window glass, cords, and repairs window frames;
- Does related work as required.

QUALIFICATIONS: Must meet Civil Service Requirements:
(a) Graduation from high school or vocational school or possession of a high school equivalency diploma and three (3) years of experience in the building or service trades; OR
(b) Seven (7) years of experience in the building or service trades; OR


- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).
- (d) Possession of a valid New York State driver's license.

SPECIAL REQUIREMENTS: Experience with electrical/HVAC/R maintenance preferred.

APPLICATION DEADLINE: April 2, 2024

APPLICATION PROCEDURE: Please complete the Support Staff Application available online at: www.aldenschools.org/employment include a resume, and send to:

Paul J. Karpik, CPA
Alden Central School District
13190 Park Street
Alden, New York 14004



Paul J. Karpik, CPA
School Business Administrator

3/26/24

Date

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- PROMOTIONAL POSITION
 - CIVIL SERVICE EXAM REQUIRED FOR THE FULL-TIME POSITION
 - CIVIL SERVICE EXAM NOT REQUIRED

Alden Central School District is an equal opportunity employer