

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 Crew Chief – Full-Time

SHIFT: 1st Shift

LOCATION: Alden Central School District/Maintenance Department

STARTING DATE: As per Board Approval

SALARY: As per ACSEA Contract

RESPONSIBILITIES: The work involves responsibility for the efficient operation and upkeep of mechanical equipment in the 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 allowing considerable leeway for the exercise of independent judgement in the performance of duties. Direct supervision is exercised over a staff of skilled and unskilled employees. Typical work activities include:

- 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 heating facilities, 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 ensure efficient operation and safety;
- Maintains records appropriate to operations of the maintenance staff;

- Evaluates work performance of subordinate employees;
- Does related work as required.

QUALIFICATIONS:

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 the 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; good judgement; physical condition commensurate with the demands of the position.

Must meet Civil Service Requirements:

- (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; OR
- (b) Nine (9) 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).

SPECIAL REQUIREMENTS:

- Must have a minimum of three (3) years of combined experience working on commercial HVAC equipment.
- Must have a minimum of three (3) years of combined experience working on commercial electrical systems.
- Possession of a valid New York State driver's license at the time of appointment.
- Must have basic computer skills and competent in the use of Microsoft Work and Excel, plus utilize computerized work order systems.

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

- 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