CLASSIFIED SERVICE STAFF VACANCY ANNOUNCEMENT

Department:	**Facilities Services**
Job Title and Salary Grade:	**General Mechanic, SG-12**
Line:	**43101**
Status:	**Contingent/Permanent**
Shift:	**7:00 a.m. to 3:30 p.m.**
Application Deadline:	**December 13, 2012 (close of business)**

*** Applications received in Human Resources after the application deadline CANNOT be considered.**

Job Description Summary: Perform a variety of skilled and semiskilled maintenance, repair, installation, and construction tasks in the mechanical, building, and electrical trades within a particular zone or group of buildings. Incumbent will have a working knowledge of methods, materials, tools and equipment used in the craft or crafts to which they are assigned. Incumbent will frequently supervise others in maintenance, repair, installation and construction activities. Plan and lay out construction, repair, and maintenance projects. Use hand tools, portable power tools, shop equipment, and measuring and testing instruments appropriate for the craft or crafts to which assigned.

Division Operating Needs: Working knowledge of applicable standards and codes to the position, i.e. universal certification, plumbing and electrical code regulations. Operating needs demand that the candidate be able to perform journey level work with a wide variety of refrigeration, chillers and HVAC equipment. Specific experience with heat pumps and VAV (Variable Air Volume) equipment, as well as, working knowledge of geothermal systems, heating and cooling is desired. Universal certification to recover refrigerant will be a requirement of the position. Candidate will have working knowledge of the rules and regulations of the facility, and must have the ability to plan and lay out work and diagnose problems. Candidate will have working knowledge of the methods, materials, tools and equipment used. Ability to read and interpret plans, diagrams, architectural blueprints and specifications. As assigned, incumbent will supervise and/or train others in performing same or directly related work. Applicants must possess a valid New York State driver's license, be able to understand and follow instructions, and read, write and communicate verbally. Candidate must provide a record of dependability and past work performance. Candidates must possess computer skills adequate to work with computerized maintenance management systems and other computerized applications as assigned Ability to perform medium to heavy physical labor.

Classification Standard Minimum Qualifications: Four years of full-time experience in a trade under a skilled journey-level position which would provide training equivalent to that given in an apprenticeship program. Apprentice training in a trade or training gained by the completion of technical courses in a trade at a school or institute may be substituted for the above experience on a year-for-year basis

HOW TO APPLY:
Complete a Facilities Services Application for Employment for Classified Non-Competitive positions. Submit completed forms to Human Resources, Erwin 219, by the above application deadline. Forms can be obtained from Human Resources, Facilities Services Work Control Center, or at: http://www.geneseo.edu/hr/forms-0.

Please Note:
Applicants interested in the position may access the Annual Security Report (ASR) for the College at www.geneseo.edu/police. The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Applicants may request a hard copy of the Annual Security Report by contacting the SUNY Geneseo University Police Department at 585-245-5651.

All applicants are subject to criminal background checks. Final applicant will need to complete an online application at https://jobs.geneseo.edu.

SUNY Geneseo is an Affirmative Action/Equal Opportunity, Equal Access Employer committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. The College actively seeks applications from women and members of underrepresented groups.