

**BUILDING INSTALLATIONS AND MAINTENANCE  
SUPERVISORY OCCUPATIONAL GROUP [327]**

**SUPERVISOR OF MECHANICAL  
INSTALLATIONS AND MAINTENANCE**

**General Statement of Duties and Responsibilities**

This is a supervisory technical class of positions overseeing the installation, alteration, repair and maintenance of mechanical equipment and/or systems in assigned publicly owned, subsidized or regulated facilities, structures and their immediate grounds. There are four Assignment Levels in this class of positions. All personnel perform related work and may operate a motor vehicle. The following are typical assignments within this class of positions.

**Assignment Level I**

Under supervision, oversees mechanical installations of moderate technical difficulty; monitors the maintenance and repair of mechanical equipment and systems; participates in the contracting for and oversight of contracts for mechanical work with contractors/vendors. May perform similar functions for simple electrical installations, maintenance and repair.

**Examples of Typical Tasks**

Supervises and monitors installation of mechanical equipment and systems by contractors for compliance with plans and specifications; assists in the coordination of the work of various contractors and trades to expedite the mechanical work and minimize interference with the building's functioning. Makes regular on-site inspections during actual installation and during the guarantee period. Makes the final inspection.

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**Assignment Level I (continued)**

**Examples of Typical Tasks (continued)**

Assists the supervisor in overseeing complex installations.

Recommends to the supervisor the issuance of change orders to original specifications to accommodate changing field conditions or to correct specification errors or omissions; upon approval of recommendations, prepares change orders.

Monitors the maintenance and repair of mechanical equipment, etc., by regularly inspecting sites. Determines the work required and methods to be used. Sets priorities. Monitors work in progress by staff and/or by contractors. In the Department of Housing Preservation and Development authorizes the issuance of repair jobs to vendors.

Reports all hazardous conditions to the supervisor.

Confers with supervisor and contractors regarding interpretation of specifications, acceptability of specific materials and adherence to plans and safety standards.

Witnesses and passes upon tests required in specifications, applicable codes, and rules and regulations of government agencies. Acts as liaison between contractors and various inspectors to resolve problems as needed.

Assists and advises the resident engineer, superintendent of construction and/or property manager and other supervisors in matters relating to mechanical installations and maintenance, as needed.

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**Assignment Level I (continued)**

**Examples of Typical Tasks (continued)**

Reviews and recommends for approval payments and requisitions submitted by contractors. Investigates appeals of contractors on rejection of equipment, materials or workmanship.

Maintains logs and records; prepares shop orders, scope of work, routine specifications, cost estimates, correspondence and reports, as required.

Upon request, may survey and inspect the mechanical equipment and systems of buildings and grounds to assist in determining maintenance/repair needs and methods of repair.

May supervise subordinates.

May, in the temporary absence of the supervisor, perform the duties of that person.

**Assignment Level II**

Under general supervision, has overall responsibility for the oversight of the installation, repair, and maintenance of mechanical equipment and systems and of simple electrical installations, repairs and maintenance as described in Assignment Level I. In addition, the following are typical tasks performed at this level:

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**Assignment Level II (continued)**

**Examples of Typical Tasks**

Supervises and prepares written evaluations of the performance and work of subordinates performing installation, maintenance, and repair duties, as described above, and inspectional duties in the mechanical, electrical, and construction specialties.

Has direct responsibility for complex installations of mechanical equipment and systems.

Inspects hazardous conditions and takes appropriate action.

Surveys and inspects buildings and grounds and ensures their regular inspection for adequacy and proper operating conditions of the mechanical facilities. Takes appropriate action.

With Supervisors (AL I), conducts final inspection of contract work of a larger or more complex nature. Prepares the more complex building surveys and cost estimates; provides technical assistance to management with regard to highly technical repair jobs; authorizes the issuance of repair jobs of a more costly nature. Confers with contractors regarding more difficult repair jobs to ensure correct interpretation of specifications, acceptability of specific materials, adherence to plans, and compliance with relevant City, State and Federal rules, regulations and safety standards.

Reviews and recommends for approval all contractors' bills and payments, shop orders and routine specifications prepared by Supervisors (AL I). Checks cost evaluation of change orders, etc.

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**Assignment Level II (continued)**

**Examples of Typical Tasks (continued)**

Spot-checks contract work on installations, repairs, maintenance for compliance with plans and specifications.

Acts on appeals of contractors regarding interpretations of specifications and contract drawings, and on rejection of equipment, materials or workmanship; conducts job meetings and hearings.

Provides technical guidance and training regarding mechanical installations, maintenance and repair procedures, methods, standards, government rules and regulations and agency policies and procedures.

Reviews and recommends action on reports and correspondence prepared by subordinate staff.

May, in the temporary absence of the supervisor, perform the duties of that person.

**Assignment Level III**

Under direction, performs highly responsible technical and administrative work covering a broad area of responsibility for a large number of public buildings, in the oversight and planning of mechanical and electrical installation, repair and maintenance operations as described in Assignment Levels I and II. In addition, the following are typical tasks performed at this level:

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**Assignment Level III (continued)**

**Examples of Typical Tasks**

Prepares schedules for mechanical and electrical installation and maintenance.

Plans and schedules assignment of inspection personnel to coincide with various phases of construction work of several individual projects. Confers with contractors on scheduling of work programs to ensure the assignment of adequate inspection forces.

Reviews plans and specifications for mechanical and electrical installations. Confers with engineers to obtain clarification of design and interpretation of specifications.

Reviews daily progress reports and notifies design and construction engineering personnel of problems or conditions reported by the field. Makes periodic visits to projects and resolves controversial technical questions.

Recommends to contractors approved methods and techniques for construction or installation of materials and equipment.

Approves payments to and requisitions of contractors.

Reviews and approves qualifications of sub-contractors and vendors.

Initiates change orders and passes upon other change orders.

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**Assignment Level III (continued)**

**Examples of Typical Tasks (continued)**

Maintains liaison with other City departments and private utility companies for coordination of their work with departmental installation operations.

Keeps records and prepares reports.

Submits recommendations for executive action.

May act as consultant to management on the drafting of plans and specifications for mechanical and electrical installations with regard to practical installation and construction problems and operating characteristics.

May perform duties of subordinates, as necessary.

May, in the temporary absence of the supervisor, perform the duties of that person.

**Assignment Level IV**

Under managerial direction, performs administrative and technical work of great responsibility in the overseeing and planning of mechanical and electrical installations as described in Assignment Levels I, II and III, in a city-wide program of public housing construction.

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**Qualification Requirements**

A four-year high school diploma or its educational equivalent, and one of the following:

1. Four years of full-time satisfactory experience in the installation, repair and/or inspection of mechanical equipment in the areas of heating, ventilation, air conditioning, elevators, and/or plumbing in buildings, facilities, structures and grounds, at least two years of which must have been experience in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet; or
2. A satisfactory combination of education and experience that is equivalent to the four years of experience required in "1" above. College education leading to a baccalaureate degree in engineering or engineering technology may be substituted for the required experience in "1" above on the basis of 5 semester credits for two months of experience. However, to qualify candidates must have at least two years of the required experience as described in "1" above in a building or facility of at least 100,000 square feet or a number of buildings of at least 3 stories each, adding up to a total of at least 100,000 square feet.

**Notes:**

1. Experience which is primarily of a janitorial, tenant relations or rent collection nature, or as an apprentice, helper or laborer is not acceptable towards meeting the qualification requirements.



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**Qualification Requirements** (continued)

**Notes:** (continued)

2. To be assigned to Assignment Level II, personnel must have one additional year of satisfactory full-time experience in the installation and inspection of mechanical and electrical equipment for a total of five years experience. One additional year of the above experience is required for assignment to AL III for a total of six years of experience. To be assigned to AL IV an additional year of satisfactory full-time experience as described above is required for a total of seven years of satisfactory experience.

**License Requirements**

A Motor Vehicle Driver's License valid in the State of New York is required for appointment to positions in certain agencies. This license must be maintained for the duration of employment.

**Direct Lines of Promotion**

**From:** None

**To:** To be determined