

Jurisdictional Class: Non-Competitive
Adopted: May 27, 1965
Revised: April 26, 2010

BUILDING MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a semi-skilled position responsible for independently performing a variety of mechanical and other building maintenance, repair, and construction related tasks and may serve as a helper to a journey level tradesperson. The work may be performed indoors and outdoors under adverse working conditions. The work calls for knowledge of one or more trades, but the incumbent does not utilize the more skilled journey level techniques for any considerable portion of time. The work may involve the part-time operation of a truck, automobile, or other automotive equipment. General and specific instructions are received and work is performed under immediate or general supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs semi-skilled work, repairs, renovations, and construction in masonry, carpentry, electrical, heating and cooling systems, plumbing, drywall (sheet rock), taping, painting, and roofing operations;
Helps to install and repair wiring systems and electric fixtures and equipment;
Repairs windows, doors, floors, walls, and other parts of buildings;
May conduct inspections of certain parts of buildings and properties and makes note of any deficiencies;
Does interior and exterior painting and staining where quantity rather than fine quality of work performed is the principal object;
Helps to install and repair general plumbing equipment such as sinks, toilets, and baths;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves, traps, and other associated air conditioning equipment;
Mixes concrete and assists in laying bricks, sheet rocking walls, finishing concrete work, etc.;
May assist in the maintenance and repair of security and locking systems and door hardware;
Operates trucks, automobiles, air compressors, and other motorized or mechanical equipment;
Takes part in general grounds maintenance activities;
Serves as general handyman performing a variety of semi-skilled duties;
May keep daily records of work performed and materials received and used;
May, on occasion, perform housekeeping and cleaning tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern buildings and grounds maintenance and repair practices;
Working knowledge of safety precautions associated with modern building maintenance;
Knowledge of the practices and techniques of one or more of the standard trades;
Ability to understand and follow oral and written instructions;
Mechanical aptitude;
Sound judgment;
Manual dexterity.

Building Maintenance Worker

MINIMUM QUALIFICATIONS: Two (2) years of experience and/or training in either general building maintenance or building trades work in one or more of the standard trades; such as carpentry, plumbing, or electrical.

SPECIAL REQUIREMENTS: If operation of a motor vehicle is required for this position, the candidate must be eligible for the appropriate level New York State driver's license at time of application. Possession of the license at the time of appointment.

If the position involves the operation of a school bus, then the following special requirement applies:

Eligibility of an appropriate NYS Driver's License at the time of application. Possession of license at time of appointment. Drivers must be at least 21 years of age. In addition, candidates must satisfy the requirements for School Bus Driver set forth in the Rules and Regulations of the NYS Commission of Education.