

Jurisdictional Class: Competitive, Non-Competitive for Town of Beekmantown
Adopted: September 14, 2015
Revised: April 1, 2020

BUILDING AND GROUNDS MAINTENANCE WORKER/CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is a semi-skilled position responsible for independently performing a variety of mechanical and other building maintenance tasks, for serving as a helper to a journey level tradesperson, and routine manual work in building cleaning and grounds maintenance activities. 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. The work is performed under general supervision and assignments are outlined in detail and inspected periodically. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs semi-skilled work in masonry, carpentry, electrical, or painting 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 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, and traps;
Mixes plaster and concrete and assists in laying bricks, plastering walls, finishing concrete work, etc.;
Operates trucks, automobiles, air compressors, mowers, tractors, snow plows, and other motorized equipment in the performance of duties;
Serves as general handyman performing a variety of semi-skilled duties;
Mows, rakes, and cuts grass;
Keeps grounds free of litter;
Removes snow and ice, and spreads sand and salt on walks, pathways, drives, and parking lots;
Fertilizes, seeds, and cultivates lawns and athletic fields;
Participates in the preparation, lay out, and maintenance of athletic fields and other recreational areas;
Hauls and spreads top soil, gravel, and related groundskeeping materials;
Plants and cares for trees, shrubs, and plants;
Performs minor equipment maintenance of lawnmowers, chainsaws, weed trimmers, line strippers, etc.;
Performs a variety of routine manual maintenance tasks;
Assists in a variety of other related manual tasks such as pumping and loading sludge, learns to take samples at Water and/or Wastewater sites and make necessary tests for control of Plant operations, checks chlorine cylinders and replaces them when empty;
Sweeps and mops floors and stairs, vacuums, waxes, bugs, and washes floors;
Dusts desks, woodwork, furniture, and other equipment, and may polish furniture and metal furnishings;
Washes windows, walls, blackboards, sinks, and other fixtures;
Empties waste baskets, collects and disposes of rubbish;
Arranges chairs and tables and other equipment for special use of buildings;
Repairs shades, replaces light bulbs, soap, towels, etc.;
Delivers packages and messages and runs errands and other general messenger work.

Buildings and Grounds Maintenance Worker/Cleaner

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern buildings and grounds maintenance and repair practices;

Knowledge of the practices and techniques of one or more of the standard trades;

Ability to follow simple oral and written instructions;

Willingness to perform manual work;

Mechanical aptitude;

Sound judgment;

Manual dexterity.

MINIMUM QUALIFICATIONS:

(a) One (1) year of experience in general building and grounds maintenance; or

(b) One (1) year of experience in building trades work in one or more of the standard trades; such as carpentry, plumbing, or electrical which shall have included grounds maintenance activities.

SPECIAL REQUIREMENTS: Eligibility of an appropriate NYS Driver's License at the time of application.
Possession of license at time of appointment.