

Jurisdictional Class: Non-Competitive
Adopted: July 2, 1998
Revised: July 30, 2010

SENIOR BUILDING MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing, planning, organizing, and directing a variety of building and grounds maintenance, repair, renovation, and construction tasks connected with the operation, improvement, maintenance, and cleaning of buildings and equipment 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 a 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. An employee in this class may also be in charge of repairing and maintaining small engines and equipment for the department. The work is performed under the supervision of a higher level employee or department head, with leeway permitted in the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinates, which may include various maintenance and summer work crews, grounds maintenance crews, and employees engaged in various custodial activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Leads and participates in general carpentry projects such as construction of office partitions, shelves, cabinets, and other related items;
- Supervises, plans, and schedules various maintenance, grounds maintenance, and summer crews, completing time sheets and evaluation reports;
- In school districts: schedules, assigns, and supervises a number of subordinates assigned to building cleaning tasks and gives instructions in the proper use of building cleaning supplies, materials, and equipment and also makes regular inspections of school buildings to maintain proper cleaning standards and makes recommendations for improvements;
- May conduct inspections of certain parts of the buildings and properties as directed and prepares work orders;
- May order supplies and maintain inventory and stock for the agency/department, which may include cleaning supplies and equipment;
- Repairs and maintains all small engines and equipment;
- Leads and participates in various miscellaneous semi-skilled maintenance work in masonry, carpentry, electrical, plumbing, or painting, staining and applying finish for both interior and exterior surfaces;
- Leads and participates in the installation and repair of wiring systems and electrical fixtures and equipment;
- Independently performs the installation and repair of general plumbing equipment such as sinks, toilets, and baths;
- Leads and participates in the replacement and repair of windows, doors, roofs, floors, walls, and other parts of buildings;
- Assists in replacing defective gas line delivery components, defective plumbing, and/or pumps;
- Assists in the cleaning and repair of boilers, pumps, generators, heaters, pipelines, drains, valves, traps, and other associated air conditioning equipment as directed by those more skilled in the trade;
- Supervises and participates in various skilled maintenance, repairs, renovations, and construction work in the areas of masonry, carpentry, electrical, plumbing, painting, drywall (sheet rock), taping, staining, etc;
- Leads and participates in a variety of grounds maintenance activities including snow and ice removal, trimming of trees and shrubs, mowing of lawns, storm damage, repairing and upkeep of ball fields, playgrounds, and beaches;

Senior Building Maintenance Worker

Leads and participates in a variety of tasks including sweeping, mopping, and cleaning building interiors and in the collection and disposal of trash;
Assists in the maintenance and repair of the security and locking systems and door hardware;
Operates trucks, automobiles, air compressors, or other motorized tools and equipment;
May be responsible for checking and maintaining fire extinguishers and fire alarm systems to ensure proper operation in emergencies;
Mixes concrete, lays bricks, sheet rocks walls, finishes concrete work, etc;
Maintains records and reports as required and prepares cost estimates for general building construction, maintenance, and repair projects;
In agencies with responsibilities for managing landfills: conducts daily leachate pump and meter readings, conducts periodic pump and leachate conveyance delivery systems inspections, conducts routine methane gas well field and gas delivery pipeline inspections, conducts routine landfill gas well field tuning and balancing of well heads and gas delivery valves, operates and calibrates landfill gas record meter, and is responsible for recording and downloading readings, reports, and records to an electronic database.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern building maintenance and repair practices;
Good knowledge of the common practices, tools, terminology, environmental and safety precautions, and compliance used in repair and maintenance activities;
Good knowledge of building cleaning practices, tools, supplies, and equipment;
Good knowledge of landfill's leachate conveyance pumping systems, landfill gas collection and delivery systems if working in agencies with responsibility for managing landfills;
Working knowledge of the operation and repair of low pressure boilers and auxiliary heating equipment;
Working knowledge of the practices, tools, and techniques of one or more of the standard trades;
Working knowledge of state and local building, plumbing, and electrical codes;
Skill in the use of common tools used in maintenance work;
Ability to repair small engines and equipment;
Ability to plan and supervise the work of others;
Ability to follow oral and written instruction;
Ability to maintain various written records possibly on an electronic data base system;
Willingness to perform manual labor and work in adverse weather conditions;
Mechanical aptitude;
Manual dexterity;
Good hand-eye coordination.

MINIMUM QUALIFICATIONS: Three (3) years of experience in general building maintenance or building construction or trades work in one or more of the standard trades, such as carpentry, plumbing, or electrical.

SPECIAL REQUIREMENT: 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.