

## **BUILDING MAINTENANCE WORKER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for performing a variety of mechanical and other building maintenance, repair and construction related tasks which may be performed indoors and outdoors under adverse working conditions. Although a working knowledge of one or more trades is necessary, the incumbent does not normally 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 direct or general supervision, depending upon the nature of the tasks. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs semi-skilled work in masonry, carpentry, electrical or painting operations;  
Works as part of a team to install and repair heating systems, electric fixtures and equipment;  
Repairs windows, doors, floors, walls and other parts of buildings;  
Works as part of a team to install and repair general plumbing equipment such as sinks, toilets, and baths;  
Cleans and helps repair boilers, pumps, heaters, pipelines, valves and traps;  
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;  
Operates trucks, automobiles, air compressors, and other motorized equipment;  
Loads and unloads materials and supplies and records goods received and shipped;  
Takes part in general grounds maintenance activities;  
Serves as general worker performing a variety of basic tasks;  
Performs preventive maintenance on agency equipment and fixed property;  
May keep simple records and reports on maintenance performed and materials received and used;  
May, perform housekeeping and cleaning tasks;  
Performs other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern buildings and grounds maintenance practices;  
Working knowledge of safety precautions associated with modern building maintenance;  
Working knowledge of the practices and techniques of one or more of the standard trades;  
Ability to effectively and efficiently use a variety of hand tools such as screw driver, wrenches, pliers, drills, snake, plunger, chisels and hammers;  
Ability to understand and follow written and verbal instructions;  
Mechanical aptitude.

### **MINIMUM QUALIFICATIONS: Either:**

One (1) year of experience in general building construction or repair-work; or  
Two (2) years of experience in general building cleaning or maintenance work

### **SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license appropriate to the vehicles and/or equipment operated.

Jurisdiction Class: Non-Competitive  
Civil Division: All  
Adopted by YCCSC: 4/3/1997  
Revised by PO: 1/13/2016

