

BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs unskilled manual work in performing a variety of tasks connected with the operation, maintenance and cleaning of buildings and related equipment. Miscellaneous minor repair work may be performed, but it does not require the same degree of proficiency and ability as that called for in semiskilled jobs of Building Maintenance Worker. General directions are received in connection with each assignment and guidance is received while work is in process or upon completion. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in a variety of tasks in regard to the upkeep of buildings such as cleaning, washing windows and scrubbing floors;
Checks boilers for correct operation;
Performs minor carpentry work such as simple repairs to desks, tables, shelving and office furniture;
Prepares surfaces for painting by scraping, sanding, washing and applying paint and varnish remover;
Assists in the upkeep of grounds by mowing lawns, trimming shrubbery and taking care of flower beds;
Replaces defective fuses and light bulbs;
Cleans lavatories, hallways, rugs, polishes brass and metal work;
Helps to clean and maintain tools, machinery and other mechanical equipment;
Collects and helps remove trash and garbage;
Helps remove snow and ice from walks and driveways;
May operate light trucks, cars or other motorized equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of practices, tools and materials used in the minor maintenance and repair of buildings and equipment; ability to follow oral and written directions; manual dexterity; good physical condition.

MINIMUM QUALIFICATIONS:

None

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

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

Jurisdiction Class: Non-Competitive
Civil Division: County
Adoption: 3/14/1973 YCCSC
Revised: 2/9/2016

