

MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing semi-skilled building and grounds maintenance and equipment which may be performed indoors or outdoors under adverse working conditions. A good knowledge of a trade is not necessary because a Maintenance Helper does not normally perform skilled journey-level techniques. The incumbent also performs manual labor and operates equipment related to the work. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the assignment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs semi-skilled building maintenance and repair including changing ballasts, rewiring lights, repairing toilets, and patching or replacing sheetrock and tiles;
- Performs manual labor related to building and grounds maintenance and repair;
- Replaces locks;
- Repairs playground equipment, picnic tables and benches;
- Mows grass and maintains grounds;
- Removes snow and ice from sidewalks;
- Operates trucks, automobiles, air compressors, and other motorized equipment related to the work;
- Loads and unloads materials and supplies and records goods received and shipped;
- Performs housekeeping and cleaning tasks;
- Takes part in general grounds maintenance activities;
- Serves as general building worker performing a variety of basic tasks;
- Performs preventive maintenance on equipment;

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

- Working knowledge of modern buildings and grounds maintenance and repair practices;
- Working knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work;
- Working knowledge of the practices and techniques or one or more of the standard trades;
- Ability to effectively, efficiently and safely use tools and operate equipment related to building and grounds maintenance and repair including; screwdrivers, wrenches, pliers, drills, snakes, plungers, chisels and hammers;
- Ability to understand and follow written and verbal instructions;
- Mechanical aptitude;
- Willingness to work under adverse weather conditions.

MINIMUM QUALIFICATIONS:

Two (2) years of experience in experience in general building maintenance or building trades work.

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

10/30/1981

07/06/2009

CLASS: LABOR – approved State Civil Service Commission 12/9/1981