

BUILDING MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for efficient performance of a variety of tasks concerned with the operation of buildings and related equipment. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. Supervision may be exercised over the work of one or more helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Makes plumbing, masonry, electrical, building and welding repairs.
- Participates in painting work using various types and kinds of paint.
- Makes repairs to heating plant equipment and steam and water piping.
- Repairs cabinets, desks, tables, and other office furniture.
- Participates in planting, pruning and spraying of shrubs and trees, and grading, seeding, and mowing lawns.
- Takes part in general grounds maintenance activities.
- Repairs doors, locks, and windows.
- Repairs and sharpens tools.
- Performs a variety of other building maintenance and custodial tasks as well as incidental clerical and messenger duties.
- Does carpentry - including the building of partitions and installation of doors, building cabinets, tables, shelving units, etc.
- Does electrical - including installation of primary and secondary service single and three phase. Installation of outlets, lights in new and old construction.
- Does plumbing - including installation of waterlines and drains in plastic and copper.
- Does repair to existing buildings.
- Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.
- Operates trucks, automobiles, air compressors and other motorized equipment.

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

- Good knowledge of practices, tools, and materials used in the maintenance, construction and repair of buildings, and equipment.
- Ability to follow oral and written directions.
- Mechanical aptitude.
- Manual dexterity.
- Initiative.
- Good judgement.
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of experience in general building maintenance or building trades work.

SPECIAL REQUIREMENT: Possession of a valid NYS Driver's License.

07/16/90

01/02/96

05/20/98

01/19/00

2/02/04

CLASS: NON-COMPETITIVE – approved State Civil Service Commission 9/11/2006