

Jurisdictional Class: Labor
Adopted: May 22, 1991
Revised: April 26, 2010

BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs unskilled manual work in completing 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 the semiskilled position of Building Maintenance Worker. General directions are received from a superior in connection with each assignment and supervision is received while work is in process and upon completion. Supervision of the work of others is not usually a responsibility of this class. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs minor carpentry work such as simple repairs to desks, tables, office furniture and shelving, and recreational equipment;

Assists in installation and repair of general plumbing equipment such as sinks, toilets, etc;

Assists in masonry, carpentry, electrical, or painting operations;

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;

Does interior and exterior painting where quantity rather than quality of work performed is the principal object;

Assists in a variety of tasks in regard to the upkeep of building such as cleaning, washing windows, and scrubbing floors;

Helps to repair windows, doors, floors, walls, and other parts of building;

Replaces defective fuses and light bulbs;

Operates trucks, automobiles and other motorized equipment;

Helps to clean and maintain tools, machinery, and other mechanical equipment;

Cleans lavatories, hallways, rugs, and polishes brass and metal work;

Collects and helps remove trash and garbage;

Helps remove snow and ice from walks and driveways.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of practices, tools, and materials used in the minor maintenance and repair of buildings and equipment;

Ability to use and operate hand and power tools;

Ability to operate motorized snow removal equipment;

Ability to follow oral and written directions;

Manual dexterity.

MINIMUM QUALIFICATIONS: None.

NOTE: If the position involves the operation of a motor vehicle, then the following special requirement applies: Eligibility for an appropriate level New York State Driver's license at time of application. Possession of the license at time of appointment.