

Jurisdictional Class: Non-Competitive
Adopted: November 1, 2001
Revised: April 26, 2010

BUILDINGS AND GROUNDS MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is a semi-skilled position responsible for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a journey level tradesperson and routine manual work in grounds maintenance activities. The work calls for knowledge of one or more trades, but the incumbent does not 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 general supervision and assignments are outlined in detail and inspected periodically. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs semi-skilled work in masonry, carpentry, electrical, or painting operations;
Helps to install and repair wiring systems and electric fixtures and equipment;
Repairs windows, doors, floors, walls, and other parts of buildings;
May conduct inspections of certain parts of buildings and properties and makes note of any deficiencies;
Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;
Helps to install and repair general plumbing equipment, such as sinks, toilets, and baths;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves, and traps;
Mixes plaster and concrete and assists in laying bricks, plastering walls, finishing concrete work, etc.;
Operates trucks, automobiles, air compressors, mowers, tractors, snow plows, and other motorized equipment in the performance of duties;
Serves as general handyman performing a variety of semi-skilled duties;
Mows, rakes and cuts grass;
Keeps grounds free of litter;
Removes snow and ice and spreads sand and salt on walks, pathways, drives, and parking lots;
Fertilizes, seeds, and cultivates lawns and athletic fields;
Participates in the preparation, lay out, and maintenance of athletic fields and other recreation areas;
Hauls and spreads top soil, gravel, and related groundskeeping materials;
Plants and cares for trees, shrubs, and plants;
Performs minor equipment maintenance of lawnmowers, chainsaws, weed trimmers, line strippers, etc.;
Performs a variety of routine manual maintenance tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of modern buildings and grounds maintenance and repair practices;
Knowledge of the practices and techniques of one or more of the standard trades;
Ability to follow simple oral and written instructions;
Willingness to perform manual work;
Mechanical aptitude;
Sound judgment;
Manual dexterity.

Buildings and Grounds Maintenance Worker

MINIMUM QUALIFICATIONS: Either:

- (a) One (1) year of experience in general building and grounds maintenance; or
- (b) One (1) year of experience in building trades work in one or more of the standard trades; such as carpentry, plumbing, or electrical which shall have included grounds maintenance activities.

SPECIAL REQUIREMENTS: Eligibility of an appropriate NYS Driver's License at the time of application. Possession of license at time of appointment.