

BUILDING MAINTENANCE PERSON

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of a variety of semi-skilled tasks involved in the maintenance and repair of buildings, grounds, and equipment. The duties of the position may require basic duties involving standard building trades and will also involve unskilled tasks such as snow removal, lawn maintenance, and brush removal. The incumbent may be assigned to work alone with little or no immediate supervision. When assigned a more technical or complicated task, supervision is provided by a skilled worker.

TYPICAL WORK ACTIVITIES:

Performs semi-skilled tasks in painting, carpentry, plumbing, electrical wiring, roofing, heating, and air conditioning;

Rakes leaves, mows lawns, cuts brush, digs trenches, sweeps sidewalks, and shovels snow;

Performs standard cleaning tasks such as cleaning windows, walls, floors, and equipment;

Assists in the maintenance and repair of vehicles and equipment;

Performs basic mechanical duties in the maintenance and repair of small motors, heating, and ventilation equipment;

Assists in the patching of walls and ceilings;

Assists in performing duties associated with skilled trades such as plumbing, electrical installation and maintenance, carpentry, masonry.

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

Basic knowledge of a variety of standard building or mechanical trades; basic knowledge of standard safety precautions used in working in potentially hazardous situations; basic knowledge of the uses of standard mechanical tools and equipment; ability to follow oral and written

BUILDING MAINTENANCE PERSON

page 2

directions; mechanical aptitude; dependability; and ability to get along well with others.

MINIMUM QUALIFICATIONS: One year of experience in a position requiring the use of standard hand tools in a mechanical or construction trade.

Revised and Replaced in Classplan: 12/28/2022

Y:\CLASPLAN\Building maintenance person.doc
Last Reviewed: 9/23/97
Jurisdictional Class: Non- Competitive
Public Hearing: Approved
NYS Civil Service Commission Approval: Approved