

BUILDINGS AND GROUNDS MAINTENANCE WORKER II/FOREMAN (BOCES) 428

DISTINGUISHING FEATURES OF THE CLASS: This position involves participating in a variety of skilled and semi-skilled tasks in the maintenance and repair of buildings, grounds and equipment. The duties of the position may require basic activities involving standard building trades as well as snow removal, lawn maintenance, etc.. Work is performed under the general direction of the Director of Facilities and/or Buildings and Grounds Maintenance Supervisor with leeway permitted for the exercise of independent judgment in carrying out most assignments. Incumbent is a lead worker and may supervise assigned subordinate operations and maintenance staff (i.e.: maintenance helpers, maintenance workers, cleaners, etc.).

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in the maintenance and repair of plumbing, electrical, carpentry and masonry tasks;

May clean, mow and maintain athletic fields and prepares fields for sporting events and other use;

May maintain grounds and motorized equipment and performs preventive maintenance and minor repairs;

May review and assign work orders as needed, utilizing the BOCES electronic work order software;

May assign staff for specific duties and special projects (i.e.: weekend rounds, project overtime, etc.);

Operates motorized equipment and trains and directs subordinates in their use;

Participates in snow removal, including operating a snow plow, loader, backhoe, etc.;

Participates in planting, caring and removal of shrubs and trees;

May pick up and deliver food, supplies, equipment and mail as required;

Oversees and participates in patching potholes, fixing fences, cleaning and painting lines on parking

BUILDINGS AND GROUNDS MAINTENANCE WORKER II/FOREMAN (BOCES) 428

Page 2

lots;

Makes inspections of property and equipment to ascertain repair needs;

Keeps basic records and reports on maintenance performed and materials used;

Performs basic service maintenance on heaters and blowers, including oiling, greasing, cleaning and changing filters;

May replace window glass and repair window frames;

May assume responsibility for activities of operation and maintenance staff in the absence of other supervisors;

Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of standard safety precautions used in working in potentially hazardous situations; good knowledge of the uses of standard mechanical tools and motorized equipment; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to keep records and prepare reports; willingness to work outdoors under adverse weather conditions; and dependability.

MINIMUM QUALIFICATIONS: Two (2) years of acceptable experience in a position requiring the use of standard hand tools in a mechanical or construction trade or in grounds maintenance.

SPECIAL REQUIREMENT FOR APPOINTMENT: *Possession of a valid Driver's License appropriate to the vehicles operated. Must be able to lift seventy (70) pounds and be able to physically perform all required duties.*

BUILDINGS AND GROUNDS MAINTENANCE WORKER II/FOREMAN (BOCES) 428

Page 3

Y:\CLASPLAN\BUILDINGS AND GROUNDS MAINTENANCE WORKER II/FOREMAN (BOCES)/.DOC
Originated:1/11/17
Jurisdictional Class:Non-Competitive
Public Hearing:Pending
NYS Civil Service Commission Approval:Pending

placed in classplan on 1/12/2017
Revised and Replaced in Classplan: 12/28/2022