

BUILDINGS AND GROUNDS MAINTENANCE WORKER I 65-A

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 activities involving standard building trades and will also involve unskilled tasks such as snow removal, lawn maintenance, and brush removal. Work is performed under direct supervision of a Building Maintenance Mechanic, Building Maintenance Supervisor or Grounds Maintenance Supervisor, depending upon the nature of the tasks.

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.*

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

Rakes leaves, plants and cares for trees, shrubs and plants, 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;

May operate trucks, automobiles, air compressors and other motorized equipment;

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

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Loads and unloads materials and supplies and records goods received and shipped;

Participates in general grounds maintenance activities;

May pick up mail and/or supplies and make bank deposits;

May keep basic records and reports on maintenance performed and materials used.

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

TERISTICS: Basic knowledge of modern buildings and grounds maintenance and repair practices;

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

willingness to work outdoors under adverse weather conditions.

MINIMUM QUALIFICATIONS: One year of 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.

FOR APPOINTMENT AT SULLIVAN COUNTY COMMUNITY COLLEGE – *Before being appointed to this position at SCCC, candidates must have completed coursework and be certified in two (2) of the following Needed Trades: Landscaping, Small Engine Repair, Plumbing, Electrical, Heating, Ventilation and Air Conditioning (HVAC) and Masonry.*

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Last Reviewed: 12/16/02
Jurisdictional Class: Non-Competitive
Public Hearing: Pending
NYS Civil Service Commission Approval: Pending

Placed from draft to classplan - 05/08/03
Revised to B & G Maint. Worker I and in classplan on 1/14/05
Revised and placed in classplan 11/14/05
Revised and Replaced in Classplan: 12/28/2022