

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of manual duties in the care and maintenance of grounds, parks, roadways, cemeteries, recreation areas, and parking lots. Although a basic knowledge of one or more trades is necessary, a maintenance assistance does not require journeyman level skill. Duties may include operation of several types of motorized equipment including trucks over 26,000 GVW. Work is performed under general instructions and supervision.

TYPICAL WORK ACTIVITIES:

Assists in the installation and repair of wiring systems and electrical fixtures or equipment;

Assists in the repair of windows, doors, floors, walls, and other parts of buildings;

Assists in the installation and repair of general plumbing equipment;

Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves, and traps;

Assists in laying brick, plastering walls, finishing concrete work, etc;

Operates motorized equipment in the maintenance of County grounds and as otherwise required;

Performs repair work and routine maintenance equipment including but not limited to steamers, ovens, stoves, dish and pot washers, food carts, slicers, etc;

Performs repairs and maintenance on medical equipment; suction machines, air mattress pumps, bed repairs, wheelchairs, oxygen tanks, repair regulators, etc. (Unless the repair requires certification beyond skill level);

Prepares paperwork for outsourcing repairs beyond in-house capabilities;

Schedules periodic maintenance and maintains required documentation including equipment inspections and tests, routine maintenance, and repairs work;

Participates in snow removal including the operation of a snow plow truck and sidewalk clearing

equipment;

Mows and trims lawns, fields, parks, hedges, etc, including planning and care of shrubs and trees;

Participates in the start-up preparation and closure of parks;

Assists in maintaining records of inventory for building equipment, parts, and supplies;

Performs periodic maintenance functions such as annual fire extinguisher maintenance;

May assist in the placement of orders for equipment or supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of building, medical equipment or grounds maintenance and repair practices; working knowledge of manual and motorized equipment used in grounds maintenance and snow removal; good knowledge of tools, terminology, and safety precautions used in conducting buildings, medical equipment or grounds maintenance activities; working knowledge of one or more of the standard building trades; ability to understand and carry out written and oral instructions; mechanical aptitude; dependability; manual dexterity; reliability; thoroughness; and willingness to work.

MINIMUM QUALIFICATIONS: Two (2) years of experience in either general building construction or maintenance work involving one or more of the standard trades such as carpentry, plumbing, electrical, heating/ventilation, etc.

SPECIAL REQUIREMENT: *In agencies where required, possession of an appropriate class New York State motor vehicle operator's license at the time of appointment.*