

MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of routine building maintenance, labor or cleaning tasks. The work involves thorough execution of tasks assigned which follow a well established routine or specifically defined assignment. All work is done under general supervision.

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.*

Assist skilled craftsmen in the performance of a variety of building or equipment maintenance tasks;

Perform routine labor or cleaning duties such as moving furniture, replacing light bulbs, and collecting or disposing of trash;

Drive vehicles to make mail pick up or deliveries, transact bank business, pick up supplies, or perform other chauffer or messenger functions;

Hang pictures, assemble furniture, and put up shelves;

Make minor repairs to building and equipment;

May assist in mail room or stock room as required;

May perform custodial duties such as cleaning floors or washing windows;

May assist in other building maintenance cleaning or grounds maintenance duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of building maintenance, cleaning, and grounds maintenance methods, materials, and equipment; ability to understand and follow simple oral and written directions; ability to read and write; thoroughness; dependability; cleanliness; physical condition

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commensurate with demands of this position.

MINIMUM QUALIFICATIONS: None is required.

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Last Reviewed: December 1, 1980
Jurisdictional Class: Labor
Public Hearing:
NYS Civil Service Commission Approval:

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