

BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: Assists in a variety of tasks in connection with the maintenance, repair and cleaning of buildings and equipment. An employee in this class performs unskilled manual work in performing a variety of tasks connected with the operation, maintenance and cleaning of buildings and related equipment. Miscellaneous minor repair work may be performed, but it does not require the same degree of proficiency and ability as that called for in semi-skilled jobs of Building Maintenance Man. General directions are received from a superior in connection with each assignment and supervision is received while work is in process and upon completion. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs minor carpentry work such as simple repairs to desks, tables, office furniture and shelving;
 Assists in installation and repair of general plumbing equipment such as sinks, toilets, etc.;
 Checks boilers for correct operation;
 Prepares surfaces for painting by scraping, sanding, washing and applying paint and varnish remover;
 Assists in the upkeep of grounds by mowing lawns, trimming shrubbery and taking care of flowerbeds;
 Assists in a variety of tasks in regard to the upkeep of building such as cleaning, washing windows and scrubbing floors;
 Replaces defective fuses and light bulbs;
 Assist in installation and repair to electrical fixtures and circuits;
 Helps to clean and maintain tools, machinery and other mechanical equipment;
 Cleans lavatories, hallways, rugs and polishes brass and metal work;
 Collects and helps remove trash and garbage;
 Helps remove snow and ice from walks and driveways.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of practices, tools and materials used in the minor maintenance and repair of buildings and equipment; ability to follow oral and written directions; manual dexterity; good physical condition.

MINIMUM QUALIFICATIONS: One year of experience in ordinary manual labor.

NOTE: If the position involves the operation of motor vehicles, then the following special requirement applies: Eligibility for an appropriate level New York State Driver's license at time of application. Possession of the license at time of appoint.

REVISED: MARCH 25, 2009

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE