

MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class performs unskilled work in 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 Maintenance Worker. General directions are received in connection with each assignment and supervision is received while work is in process and upon completion.

TYPICAL WORK ACTIVITIES:

1. Assists in a variety of tasks in regard to the upkeep of buildings such as cleaning, washing windows and scrubbing floors;
2. Cleans lavatories, hallways, rugs and polishes brass and metal work;
3. Checks boilers for correct operation;
4. Performs minor carpentry work such as simple repairs to desks, tables, office furniture and shelving;
5. Prepares surfaces for painting by scraping, sanding, washing, and applying paint and varnish remover;
6. Assists in the upkeep of grounds by mowing lawns, trimming shrubbery and taking care of flower beds;
7. Replaces defective fuses and light bulbs;
8. Helps to clean and maintain tools, machinery and other mechanical equipment;
9. Collects and helps remove trash and garbage;
10. May paint;
11. May operate school bus, light trucks, cars or other motorized equipment;
12. Helps remove snow and ice from walks and driveways;
13. May maintain pool filtration system including adding proper chemicals, backwashing and recording chemical and temperature levels;
14. Does related work as required.

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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

NOTE: An appointing authority may require the possession of a valid New York State Driver License at the time of appointment.

TR1416

ADOPTED: 08/01/75

REVISED: 06/09/93

02/26/13