

## **MAINTENANCE HELPER / SECURITY GUARD**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the performance of unskilled work in a variety of tasks connected with the operation, maintenance, and cleaning of buildings and related equipment and responsibility for patrolling an assigned area in order to guard against trespass or damage. Work is completed according to prescribed practices and procedures under the supervision of a higher level maintenance employee. Supervision of others is not normally a function of the class.

### **TYPICAL WORK ACTIVITIES:**

1. Assists in the cleaning and repair of boilers, pumps, heaters, pipelines, valves, and traps;
2. Assists in the installation and repair of general plumbing equipment such as sinks, toilets, and showers;
3. Operates equipment such as air compressors, power snakes, etc.;
4. Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
5. Patrols assigned areas in order to guard against trespass or damage;
6. Determines condition of assigned buildings and surrounding grounds, specifically noting vandalism or unsecured areas;
7. Investigates status of persons in and around buildings;
8. Insures that security systems are activated and all windows and doors are secured;
9. Checks functioning of heating and refrigeration equipment;
10. Checks for plumbing and roof leaks;
11. Performs emergency repairs to secure building or notifies supervisor of necessary immediate repair situations;
12. Submits written reports to supervisor noting vandalism, security infractions, equipment condition, leaks, and unauthorized use of buildings;
13. May be required to operate a motor vehicle in the performance of assigned duties;
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 make minor repairs to plumbing, lighting and heating systems; ability to follow simple oral and written directions; ability to think and act quickly in emergencies; good observation; integrity; manual dexterity; reliability; firmness; coolness in emergencies; good vision and hearing; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

None.

### **SPECIAL REQUIREMENT:**

Eligibility for an appropriate level New York State Driver's license at time of application for appointment. Possession of license at time of appointment.

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