

Jurisdiction: Oneida County

Jurisdictional Class: NC

Revised: 4/2/96

SENIOR BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a variety of semi-skilled tasks connected with the operation, maintenance and cleaning of buildings and related equipment. Repair work may be performed, but it does not require the same degree of proficiency as that called for in the semi-skilled position of Building Maintenance Mechanic. General directions are received in connection with each assignment and either general or close super-vision is received while work is in progress and upon completion. Supervision is exercised over the work of Building Maintenance Helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the work of Building Maintenance Workers and Laborers engaged in building cleaning and minor maintenance tasks;

Performs semi-skilled tasks such as painting, carpentry and masonry not requiring skilled journeyman techniques;

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

Supervises and fires boilers and removes ashes from furnaces;

Performs carpentry work to include renovation of offices and repairs to desks, tables and office furniture;

Prepares surfaces for painting by scraping, sanding, washing and applying paint and varnish remover;

Supervises and performs the upkeep of grounds by mowing, weeding, fertilizing, trimming shrubbery and caring for flower beds;

Replaces defective fuses and light bulbs;

Supervises the cleaning of lavatories and polishes brass and metal work;

Performs a variety of tasks in regard to the upkeep of buildings such as cleaning, washing windows and scrubbing floors;

Supervises and helps to clean and maintain tools, machinery and other mechanical equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of building cleaning practices, supplies and equipment; working knowledge of practices, tools and materials used in the maintenance and repair of buildings and equipment; ability to follow oral and written directions; ability to perform minor plumbing, electrical, carpentry and mechanical repairs; mechanical aptitude; manual dexterity.

MINIMUM QUALIFICATIONS: Two (2) years of experience involving custodial or building maintenance activities, or similar work.