

Jurisdiction: Oneida County
Jurisdiction Class: Competitive
Revised: 2/1/01

SUPERVISING BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for supervising and leading in the upkeep and cleaning of one or more public buildings and attached grounds. Some of the principal activities which an employee in this class may direct are ordinary cleaning operations, minor maintenance and repair tasks, and routine grounds maintenance. The repair and maintenance jobs directed by a Supervising Building Maintenance Helper do not require special skills. Repair work of more than ordinary difficulty is handled by skilled journeymen. The work is performed in accordance with general instructions and is subject to review by inspection. Supervision is exercised over Building Maintenance Helpers and other cleaning and building maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees building cleaning operations performed by subordinates;
Instructs subordinate personnel in the use of building cleaning supplies, materials and equipment;
Supervises and participates in a variety of minor carpentry, plumbing and other building repairs;
Requisitions supplies and equipment necessary in building and grounds operation and maintenance;
Supervises and takes part in mowing of lawns and other ordinary grounds maintenance tasks;
Inspects work of subordinates to determine if it is being performed properly;
Plans work schedules and makes reassignments when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building cleaning practices, supplies and equipment; ability to perform minor plumbing, electrical, carpentry and mechanical repairs; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; dependability; thoroughness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in janitorial or building maintenance activities; **OR**
- (B) Four (4) years of experience in janitorial or building maintenance activities.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.