

Jurisdictional Class: Non-Competitive for Oneida County Government and Mohawk Valley Community College Only  
EEO Category: Service/Maintenance  
Revised: 05/29/2018

## **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 Worker. General directions are received in connection with each assignment and either general or close supervision is received while work is in progress and upon completion. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

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;  
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;  
Performs the upkeep of grounds by mowing, weeding, fertilizing, trimming shrubbery and caring for flower beds;  
Replaces defective fuses and light bulbs;  
Helps in 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;  
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:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience in custodial, building maintenance, or grounds maintenance activities. **OR**
- (B) Two (2) years of experience in custodial, building maintenance, or grounds maintenance activities.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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Adopted: 02/07/1985

Revised: 04/02/1996; 05/29/2018