

MAINTENANCE WORKER (PRC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform a wide variety of maintenance, laboring, cleaning and other support activities in the Department of Parks, Recreation and Conservation. Incumbents work independently or assist higher-level workers in the completion of various departmental functions and projects. Incumbents are also expected to deal with common work problems as they arise and use judgment in determining when situations should be referred to a supervisor for direction. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs routine manual laboring tasks;

Performs routine basic and preventative maintenance and repair functions;

Performs routine grounds and facilities maintenance and cleaning duties;

Performs simple gardening work;

Performs security functions as assigned;

May operate a variety of automated equipment and simple office machines;

May perform routine clerical tasks;

Maintains simple files, records and logs;

Prepares simple reports;

Delivers and stores needed equipment and supplies;

Retrieves and/or drops off records on request;

Uses a hand truck to load, unload, place and remove storage boxes at department site or Records Center.

Performs inventory work;

Assists the public, both in person and on the phone;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Ability to perform manual work and routine office work; ability to follow oral and/or written instructions; ability to meet schedules, guidelines, and standards of performance developed for the position; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; dependability; honesty; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Two years of paid experience involving manual and/or office work.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.