

MAINTENANCE WORKER (UTILITY)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class perform skilled laboring activities that involve using skills that have been learned on the job and require some independent judgment as to method and priority in grounds and building maintenance or at other County facilities. In addition, incumbents perform a variety of light and heavy manual laboring activities. Incumbents assist higher-level maintenance workers by independently performing tasks as result of verbal or written instructions, work orders or standard operating procedures, and/or regularly act as crew leader. Incumbents are 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. This class differs from Maintenance Laborer (Utility) in that incumbents perform a wider variety of assignments requiring greater technical knowledge and skill, and are expected to have a greater understanding of the scope of work to be performed. Additionally, Maintenance Workers are expected to exhibit more initiative and judgment in non-routine work situations. This class functions at a lower level than Maintenance Mechanic I (Utility) who independently performs work involving both semi-skilled trades as well as skilled labor tasks. Work in the higher title involves a greater level of independence in choice of method and priority. Supervision is not a responsibility of this class, but incumbents may function as lead worker. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs plumbing duties such as replacing pipelines and connections, cutting and threading pipes, soldering and brazing joints, testing and tightening joints, and repairing and replacing traps, faucets, supply lines, flushometers, leaky valves, fixtures, etc.;

Performs electrical maintenance and repair, such as running and repairing circuits, replacing fixtures, switches and outlets, testing wires, installing wire mold, etc.;

Performs masonry tasks such as replacing tiles, stone, blocks or brick, and mixes asphalt, cement, or plaster for the repair of walkways, flooring, walls, countertops, etc.;

Performs carpentry duties including repairing and replacing cabinets and partitions, window glass panes, and door checks, as well as refinishing furniture, and measuring and cutting openings, etc.;

Performs painting duties including cleaning and patching wall surfaces, installing scaffolding, staging and ladders, ensuring that tools are cleaned and kept in good condition;

Operates motor equipment, including construction vehicles and equipment, motor vehicles and trucks;

Picks up and delivers equipment and supplies from various sites; loads and unloads vehicles, and transports workers to and from various work locations as needed;

Oversees and coordinates the County's centralized mail delivery service, including the delivery and distribution of United States and inter-office mail, packages, supplies and equipment to County buildings, facilities and district offices; supervises subordinate personnel;

Performs security functions as assigned;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Performs various activities related to materials collection, disposal and recycling; and assists with repair and maintenance required by the shredder;

When assigned to Muscote Farm, performs a variety of duties related to the operation and maintenance of a working farm including feeding animals and cleaning pens, plowing, haying, mowing, spreading manure, repairing fence lines, gates and farm related equipment;

Keeps records including, but not limited to work orders, scheduled work and priority projects;

Performs various grounds keeping and landscaping duties such as grading slopes, pruning and cutting trees, cutting up downed trees, setting up and maintaining planting beds, applying pesticides and fertilizers, etc.;

Performs maintenance and repair tasks on roadways, paths, parking lots, and walkways, such as patching pavement, edging paths, raking asphalt, installing guide rails, and cleaning and repairing catch-basins, drainage ditches, and culverts by draining, flushing, suction, digging, patching, etc.;

Performs various light maintenance and repair tasks on equipment used such as lubrication and oil changes, checking battery fluids and belts, refueling, changing and repairing tires, washing, cleaning, sharpening blades, reading meters, tightening bolts, etc., as needed;

Performs preventative maintenance on motor equipment such as checking fluids, belts and batteries, refueling, lubrication and oil changes, cleaning, moving, transporting, delivery, etc.;

Performs routine repair on motor equipment; assists higher level maintenance staff as needed;

Removes snow and salts and sands sidewalks, stairs, roads, etc., and performs other custodial tasks during the winter months;

Uses a variety of hand and power tools in performing maintenance and repair duties;

Reports defective and damaged equipment and supplies to supervisor for corrective action;

Maintains work area in a clean, orderly and safe condition;

Performs routine and emergency repairs and maintenance both scheduled and in response to emergency situations as required;

May use computer applications or other automated systems such as e-mail, calendar, word processing and database software;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the tools, techniques and terminology used in maintenance and repair responsibilities; knowledge of appropriate accident and safety precautions; knowledge of the operation of trucks, tractors and other motorized equipment; skill in the use and operation of a variety of power tools and equipment; skill in the performance of semi-skilled maintenance and repair tasks; ability to learn new work quickly; ability to work effectively individually, or as part of a team; ability to follow written instructions or oral assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; resourcefulness in undertaking and completing assigned work; industriousness; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Three years of work experience, including one year of experience in grounds maintenance or general maintenance and repair work.

SUBSTITUTIONS:

1. Satisfactory completion of high school, or possession of an equivalency diploma, may be substituted for the two years of general work experience.
2. Satisfactory completion of a pertinent high school level vocational course may be substituted for the one year of specialized experience.
3. Satisfactory completion of a pertinent one or two year post-high school or trade school program may be substituted for the one year of specialized experience.

NOTE: Experience gained in an apprentice program can be considered toward the one year of specialized experience on a year for year basis.

SPECIAL REQUIREMENTS: (1) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety. (2) Depending on assignment must possess and maintain a valid license to operate motor equipment in New York State, appropriate for the type of motor equipment operated.