

MAINTENANCE WORKER (BUILDINGS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs semi-skilled maintenance and routine repair work in school district buildings, related equipment and facilities. Responsibilities involve performing semi-skilled maintenance work requiring working knowledge of several trade skills; or the performance of semi-skilled maintenance work as an assistant to a skilled tradesperson. Under the direct supervision of a Maintenance Mechanic or higher level supervisor, a Maintenance Worker may perform higher level maintenance functions, but performance of such skilled work is not typically a function of this position. Work assignments result from oral instructions and, on occasion, written work orders. Supervision is not usually a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs miscellaneous repair jobs such as putting windowpanes, adjusting window frames, hanging doors, installing and repairing door checks, replacing fluid in door checks, making window shades;

Performs simple carpentry work such as installing and repairing cabinets, benches, shelves, desks, chairs, partitions, etc.;

Performs simple plumbing installation and repair work including clearing stopped up drains, installing water pipes and fixtures, cutting and fitting pipes, installation of new washers on faucets, locating and unplugging stoppages, etc.;

Performs simple electrical installation and repair work including repairing electrical fixtures, installing outlets, adjusting points and contacts on electrical equipment, etc. under the supervision of an appropriately licensed electrician;

Makes simple repairs to fans, motors, heaters and the like such as repairing short circuits or breaks in the heating coil;

Repairs and maintains locks, elevator doors, etc.;

Lays asphalt or cork tile, installs partitions, performs miscellaneous inside and outside painting, refinishes furniture, sharpens tools, builds sewage drains, etc.;

Grades and makes repairs to roads and parking areas;

Assists with difficult and makes routine maintenance repairs to steam and water lines, radiators, sewer pipes, lavatories, faucets, flushometers, etc.;

Makes simple mechanical repairs to fans, motors, water coolers, paper punches, doorstops, etc.;

Assists with the repair of asphalt and marble tile;

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

Reads electric and water meters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with the tools, techniques, and terminology used in carpentry, plumbing, steam fitting, electrical and general mechanical trades work; familiarity with the accident and safety precautions of some of the above-named trades; ability to use the tools of, and to make minor repairs in one or more of the above mentioned trades; ability to learn new work quickly; ability to work effectively individually, or as a part of a team; ability to follow written instructions or oral assignments of supervisors; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software; initiative and resourcefulness in undertaking and completing assigned work; industriousness; physical strength and agility; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in building or mechanical work.

SUBSTITUTION: Satisfactory completion of a two year post high school or trade school course in building or mechanical trades work may be substituted for the two (2) years of experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.