



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>BUILDING MAINTENANCE PERSON</b>
Jurisdictional Class:	Non-Competitive
Civil Division:	All Civil Divisions
Adoption:	CSM 11/01/75
Revised:	CSM 6/18/83; 2/14/90, 1/8/03, 2/11/09

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**DISTINGUISHING FEATURES OF THE CLASS:**

Performs a variety of semi-skilled building and grounds maintenance and repair tasks; does related work as required. This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a journeyman tradesman. In either case, although a working knowledge of one or more trades is necessary, a maintenance person does not utilize the more skilled journeyman techniques for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile, or other automotive equipment. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task.

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

Performs semi-skilled work in masonry, carpentry, electrical, or painting operations;  
Helps to install and repair wiring systems and electric fixtures and equipment;  
Repairs windows, doors, floors, walls, and other parts of buildings;  
Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;  
Helps to install and repair general plumbing equipment, such as sinks, toilets, and baths;  
Assists in cleaning and repairing boilers, pumps, heaters, pipelines, valves, and traps;  
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;  
Operates trucks, automobiles, air compressors, and other motorized equipment;  
Takes part in general grounds maintenance activities;  
Serves as general handyman performing a variety of semi-skilled duties.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of modern buildings and grounds maintenance and repair practices;  
Working knowledge of the practices and techniques of one or more of the standard trades;  
Mechanical aptitude;  
Manual dexterity;  
Good physical condition.

**MINIMUM QUALIFICATIONS:**

Two (2) years of experience in general building construction OR maintenance work in 1 or more of the standard trades, such as carpentry, plumbing, electrical.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

**NOTE:** If the position requires the operation of a motor vehicle, then the following special requirement applies:

Eligibility for an appropriate level New York State Driver's License at the time of application for appointment.

Possession of the license at time of appointment.