



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

JOB SPECIFICATION

Civil Service Title:	BUILDING MAINTENANCE HELPER
Jurisdictional Class:	Non-Competitive
Civil Division:	All Civil Divisions
Adoption:	CSM 11/01/75
Revised:	CSM 1/8/03

DISTINGUISHING FEATURES OF THE CLASS:

Assists in a variety of tasks in connection with the maintenance, repair, and cleaning of buildings and equipment; does related work as required. An employee in this class performs unskilled manual work in completing a variety of tasks connected with the operation, maintenance, and cleaning of buildings and related equipment. Miscellaneous minor repair work may be performed but it does not require the same degree of proficiency and ability as that called for in semi-skilled jobs of Building Maintenance Person. General directions are received in connection with each assignment and supervision is received while work is in process and upon completion.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in a variety of tasks in regard to the upkeep of buildings such as cleaning, washing windows, and scrubbing floors;
Checks boilers for correct operation;
Takes part in painting of rooms and hallways;
Performs minor carpentry work such as repairs to desks, tables, and office furniture;
Prepares surfaces for painting by scraping, sanding, washing, and applying paint and varnish remover;
Assists in the upkeep of grounds by mowing lawns and athletic fields, trimming shrubbery, and taking care of flowerbeds;
Replaces defective fuses and light bulbs;
Cleans lavatories and polishes brass and metal work;
Helps to clean and maintain tools, machinery, and other mechanical equipment;
Helps remove snow and ice from walks and driveways;
May operate light trucks, cars, and/or other motorized equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of practices, tools, and materials used in the maintenance and repair of buildings and equipment;
Ability to follow oral and written directions;
Manual dexterity;
Good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in ordinary manual labor.

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.
