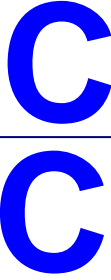




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\
Building Maintenance Person



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	BUILDING MAINTENANCE PERSON
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

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.