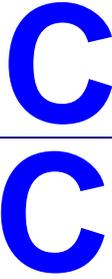




An Equal Opportunity Employer

**CAYUGA
COUNTY**



CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Village
Maintenance Person

TITLE:	VILLAGE MAINTENANCE PERSON
JURISDICTIONAL CLASS:	NON-COMPETITIVE
CIVIL DIVISION:	VILLAGES
ADOPTION: CSM	7/17/76
REVISED: CSM	12/9/81, 5/13/86, 1/8/03, 11/10/10

DISTINGUISHING FEATURES OF THE CLASS:

Performs a variety of semi-skilled village public works construction, maintenance, and repair tasks; does related work as required. This is a broad class covering many types of work and involves responsibility for independently performing semi-skilled maintenance and repair work. In either case, although a working knowledge of one or more trades is necessary, a Village Maintenance Person does not utilize the more skilled journeyman techniques for any considerable portion of the time. In addition, the work may involve the part-time operation of a truck, automobile, or other automotive equipment. The work is performed under administrative supervision of the Village Mayor, Trustees, or Superintendent of Public Works. Supervision may be exercised over the work of laborers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cleans and performs general preventive maintenance on a variety of village buildings;
 Maintains and repairs village water and sewer lines or assists in maintaining and repairing village water and sewer lines;
 Tests village fire hydrants using pressure gauges;
 Mows grass on village property and parks and athletic fields;
 Reads water meters, prepares bills, and records data in the record;
 Reports hazardous conditions to the Village Board such as holes in streets and heaving sidewalks, dead limbs, etc.;

Cleans village streets with street sweeper as required;
 Repairs or replaces damaged or inoperative water meters;
 May order and maintain an inventory of supplies and equipment for maintenance and repair of village buildings and grounds;
 Removes snow and ice from village streets and parking lots;
 May clean village catch basins, gutters, ditches, tiles, roadsides, and sidewalks;
 May take village refuse to landfill as required;
 Does related work as required.

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

Good knowledge of building and general maintenance and repair methods, techniques, and practices;
 Working knowledge of tools and equipment used in village public works activities;
 Working knowledge of street repair and cleaning;
 Ability to follow oral and written directions;
 Manual dexterity;
 Mechanical aptitude;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Two (2) years of experience in either general building maintenance, heavy construction, or building trades work or in one or more of the standard trades, such as carpentry, plumbing, electrical, etc.

Note: If employee is required to operate a motor vehicle, the employee must possess the appropriate level driver's license.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

VILLAGE OF PORT BYRON:

Possession of Distribution Systems Operator certificate issued by New York State Department of Health at time of appointment.