

# Maintenance Worker Tompkins County

**Department:** Public Works, School Districts, TC3

**Classification:** Non-competitive

**Labor Grade:** 7

**Approved:** 0

**Revised:** 11/74;2/85;10/90; 6/92;1/98;9/98;6/05; 2/08; 10/14

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from High School or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in either maintenance work or general building construction or in one or more of the standard trades such as carpentry, plumbing, or electrical; **OR**
- (b) Four years of full-time paid (or the equivalent part-time and/or volunteer) experience in either maintenance work or general building construction work in one or more of the standard trades such as carpentry, plumbing, or electrical; **OR**
- (c) Possession of a certificate of completion in construction technology from a New York State accredited trade or technical school that provides instruction in the fields of carpentry, electrical, plumbing, HVAC or construction carpentry; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

Possession of a valid NYS Driver's license to operate a motor vehicle at the time of application. Maintenance of such license for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a broad class covering many types of recurring facilities maintenance work with responsibility for performing semi-skilled mechanical and other building maintenance tasks, and for assisting skilled workers in a variety of construction, maintenance, or repair work by performing the less skilled duties of the trade. Although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled techniques for any considerable portion of time. General instructions are received regarding routine jobs with detailed instructions on new, unusual, or difficult assignments. Work is performed under immediate or general supervision, depending upon the nature of the task or assignment. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Serves as a general handyman performing a variety of semiskilled duties;
- Checks building or area of responsibility as directed to insure building systems are operating (e.g., HVAC, elevators, lights, roof, doors);
- May install, maintain and replace locks, and orders or cuts keys; Performs semiskilled work in masonry, carpentry, electrical, HVAC, plumbing, or painting operations and construction work;
- Helps install and repair wiring systems and electric fixtures and equipment;
- Performs minor repairs on windows, doors, floors, ceilings, walls, roofs, and other parts of buildings; Does interior and exterior painting;
- Helps install and repair general plumbing equipment, such as sinks, toilets, and baths;
- Assists in cleaning and repairing boilers, cooling towers, heat pumps, air handling units, pumps, heaters, pipe lines, valves, traps, and other mechanical/ventilating systems;
- Removes snow and ice from building entrances, walks, driveways, pathways, steps, and parking lots; Makes deliveries, loads and unloads materials, and moves furniture and equipment;
- Picks up and hauls recyclables and trash;
- Fixes locks in emergency situations;

- Mixes mortar, plaster and concrete and assists in laying brick, plastering walls, and finishing concrete work;
- Depending upon location, may repair, rebuild, and refinish recreation or office equipment;
- Depending upon location, may assist in the conditioning and maintenance of athletic and recreation fields and areas;
- Operates trucks, snow plows, snow blowers, automobiles, air compressors, lifts and other motorized equipment;
- Assists a skilled mechanic and individually performs semiskilled repair work in connection with the repair, maintenance, and overhauling of motor equipment;
- May be called upon to take part in general grounds maintenance activities such as keeping grounds free of litter and debris, mowing, weed-eating, raking, reseeding, fertilizing, and trimming shrubbery;
- Participates in asbestos awareness, confined space, and lockout/tag-out training;
- Performs other semiskilled duties as necessary.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the common practices, tools, terminology, and safety precautions of one or more of the mechanical or construction trades;
- Ability to understand and carry out oral and written instructions;
- Ability to establish and maintain good interpersonal working relations;
- Ability to perform work requiring physical exertion such as lifting, digging, and repetitive motion; Ability to maintain simple written records or logs;
- Ability to identify potentially hazardous or unsafe conditions (e.g., asbestos, confined space, electrical hazards);
- Ability and willingness to follow safety policies (e.g., for PPE, asbestos, lockout/tag-out, confined space, MSDS, lifting);
- Ability to operate and/or maintain a variety of maintenance equipment (e.g., scaffolding, pumps, lifts), grounds keeping equipment (e.g., riding and walk-behind mowers, weed-eater, leaf blower, trimmers, chain saw, pressure washer), snow removal equipment (e.g., snow-blower, plow, spreader), and other vehicles (e.g., trucks, vans, dump trucks);
- Willingness to work outdoors in all weather conditions;
- Skill in the use of a variety of hand and power tools (e.g., hammer drill, table saw, jigsaw, circular saw, reciprocating saw, miter saw, grinder, sander, plane, router, welding equipment, drill press, radial arm saw);
- Mechanical aptitude;
- Manual dexterity;
- Initiative; thoroughness; dependability and good judgment are all required personal characteristics. The employee's physical and mental condition shall be commensurate with the demands of the position.

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