

Senior Maintenance Worker - School Districts Tompkins County

Department: BOCES , Tburg. CS, Newfield
Classification: Competitive
Labor Grade: Varies by agency
Approved: 05/17/88, Bd. Res. #122
Revised: 5/91; 2/04; 6/17
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Four years of full time paid (or the equivalent part-time and/or volunteer) experience as a Maintenance Worker; **OR**
- (b) Four years of full time paid (or the equivalent part-time and/or volunteer) experience in building maintenance and/or building renovation or building construction.

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

SPECIAL REQUIREMENTS:

Possession of a valid and appropriate New York State driver's license at the time of appointment and maintenance of such license for the duration of employment.

If required to drive a bus, applicants must satisfy requirements of Bus Driver set forth in the rules and regulations of the New York State Commission of Education.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent of this class leads and/or participates in the work of a small crew performing semi-skilled mechanical work or assisting skilled workers in a variety of construction, maintenance or repair work. The work is performed under a varying degree of supervision depending upon the assignment and is reviewed by the Buildings and Grounds Superintendent or Supervisor of Buildings and Grounds. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Directs the work of a small crew of maintenance workers in the completion of a specific assignment;
- Performs semiskilled work in masonry, carpentry, electrical or painting operations;
- Helps to install and repair wiring systems and electric fixtures and equipment;
- Repairs window, doors, floors, walls, ceilings, roofs mechanical systems, and other parts of buildings;
- May be required to perform interior and exterior painting;
- 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;
- Performs installation and repair work on a municipal water and/or sewage systems;
- Tests for and locates leaks;
- Performs preventative maintenance operations on building mechanical systems;
- Mixes plaster and concrete and assists in laying brick, plastering walls, and finishing concrete work;
- Oils and greases cranes, air compressors, air hoists and assists on necessary repair work;
- Repairs, rebuilds and refinishes athletic, playground, and recreation equipment and furniture;
- Assists in the conditioning and maintenance of athletic and recreation fields and areas;
- Operates air compressors, and other motorized equipment;
- Assists a skilled mechanic and individually performs semi-skilled repair work in connection with the repair, maintenance and overhauling of motor equipment;
- Takes part in general grounds maintenance activities;
- Operates trucks, tractors and other motorized equipment;
- Assists outside contractors as instructed;
- May be required to be available for emergency repairs and snow removal on nights, holidays

- and weekends;
- Assists in identifying deficiencies in building mechanical systems and facility operations;
- In the Trumansburg Central School district, the incumbent is responsible for departmental operations in the absence of the Superintendent of Buildings and Grounds;
- Performs other semi-skilled duties as necessary.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the common practices, tools, terminology, safety precautions of one or more of the mechanical or construction trades;
- Skill in the use of a variety of hand and power tools (e.g., sander, plane, routers, welding equipment, drill press, radial arm saw);
- Ability to understand and carry out instructions given both orally and in writing;
- Ability to establish and maintain good interpersonal working relations;
- Ability to direct the work of others;
- Ability to perform work requiring physical exertion such as lifting, digging, repetitive motion, etc...;
- Mechanical aptitude;
- Manual dexterity;
- Good judgement; and
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Originally created 05/17/1988

S110.doc