

ASSISTANT BUILDING MAINTENANCE MECHANIC

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of a variety of semi-skilled building maintenance and repair tasks and routine building maintenance, groundskeeping and cleaning tasks. Work is performed under general supervision. Supervision may be exercised over subordinates cleaning and maintenance employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Performs and/or assists in the performance of semi-skilled carpentry, electrical and plumbing repairs; Sweeps, mops and waxes floor; Leads and assists in the cleaning of windows, walls and woodwork; Operates and maintains equipment such as floor polishers, vacuum cleaners and lawn mowers; Collects paper and rubbish, mows lawns, cultivates trees and shrubs and performs a variety of other ground tasks; Cleans walks of snow and ice; Maintains inventory of cleaning materials and equipment; Executes minor carpentry, electrical and plumbing repairs.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the methods, materials, tools and terminology used in the maintenance and repair of buildings and groundskeeping; Good knowledge of building cleaning practices, supplies and equipment and ability to use them economically and efficiently; Ability to understand and follow oral and written directions; Mechanical aptitude; Willingness to perform janitorial tasks; Thoroughness; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience in one of the building construction trades or in building maintenance.

Revised 8/1/88

Revised 8/7/92

Revised 11/7/95