

BUILDING MAINTENANCE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level building maintenance position designed to give persons with little or no background in building maintenance an opportunity to work and receive training in the field. Incumbents assist in the performance of, and receive on-the-job training in a variety of routine building maintenance and cleaning. The work is performed under the direct supervision of an experienced building maintenance person. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in the performance and receives training in:

- A. Routine carpentry, electrical, plumbing and related installations and repairs.
- B. Operation and maintenance of physical plant equipment including heating, ventilation, air conditioning, water supply, etc.

Performs a variety of building custodial activities including operation of floor scrubbers, polishers, vacuum cleaners and other floor cleaning devices, cleaning of floors, windows, walls and woodwork, refuse removal, etc.; Performs a variety of groundskeeping activities including lawn mowing, picking up debris, pruning trees and shrubbery, raking leaves, snow and ice removal, etc.; May on occasion act as a messenger or chauffeur as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of tools and procedures used to make minor carpentry, electrical, plumbing and mechanical repairs; Working knowledge of practices, equipment and supplies used in building cleaning; Ability to understand and follow routine oral and written directions; Aptitude for learning routine building maintenance activities; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

NOTE: A valid New York State driver's license may be required at time of appointment and maintained during employment.

Adopted 7/22/80

Revised 11/7/95; 1/21/15

Reviewed 4/9/18; 12/3/18; 11/3/20