

## **MAINTENANCE HELPER**

Code No.: 920133  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level maintenance position responsible for the minor repair and maintenance of school buildings, grounds, and equipment. The work is of a semi-skilled nature and includes masonry, carpentry, painting, plumbing, grounds keeping, and/or electrical maintenance, the operation and routine maintenance of motor vehicles, grounds keeping equipment, and other power driven equipment. The employee reports directly to, and works under the direct supervision of a maintenance mechanic or other higher level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Performs minor plumbing, electrical, masonry, carpentry, and mechanical repairs;

Assists and trains under skilled mechanics in performing the more difficult plumbing, electrical, masonry, carpentry and mechanical repairs;

Prepares surfaces by scraping, sanding, or glazing, paints exteriors and interiors of buildings and outdoor structures such as fences, bleachers, tables, and playground equipment;

Performs groundskeeping tasks such as planting, pruning, and spraying of trees and shrubs, seeding, treating, and cutting grass, raking leaves and picking up litter, marking athletic fields, plowing or shoveling snow;

Operates hand, power and motorized tools and equipment;

Operates light trucks to deliver supplies and remove debris, and loads and unloads trucks including equipment and power equipment;

Performs minor preventative maintenance tasks on motor vehicles, grounds equipment, and power equipment;

Assists in moving furniture, equipment and supplies.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the common practices, tools, terminology, and safety precautions associated with building, grounds, and automotive maintenance and repair; working knowledge of building trade practices; ability to follow simple oral and written instructions and simple and rough sketches; ability to operate hand, power, and motorized tools and equipment in a safe manner; ability to perform preventative maintenance and minor repairs on power equipment and motor vehicles; ability to care for and store paint, hand tools, and equipment; willingness to perform manual labor; ability to perform mechanical tasks; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** EITHER:

- (A) One (1) year of paid full-time or its part-time/volunteer equivalent experience as an apprentice or helper in one (1) or more of the mechanical or building trades or in grounds keeping/landscaping;  
OR,
- (B) Graduation from a technical high school or a technical trade training program (minimum six [6] month program) in one of the construction or mechanical trades (ex. building trades/carpentry, auto

mechanics, electrical, sheet metal work); OR,

- (C) Graduation from a regionally accredited or New York State registered college or university with either a Certificate or Associate's degree in a construction or mechanical trade (ex. building trades/carpentry, automotive mechanics, electrical, sheet metal work, architecture); OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** August 27, 1965

**REVISED:** July 17, 1980

**REVISED:** October 7, 2013