

MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is work of a routine but varied nature which involves helper tasks in the operations, alterations and maintenance of buildings, grounds, public works structures, sewer, water, power and heating, ventilating, air-conditioning and other utility plants, automotive garages and shops. The work is generally performed under the direct supervision of a journeyman level maintenance employee. During periods of emergency, any employee in this class may be required to work at other than normal working hours. Related work, including physical laboring tasks, may be performed as required.

TYPICAL WORK ACTIVITIES:

Performs a wide variety of laboring and routine maintenance tasks attendant to the operation, maintenance and alteration of buildings, grounds, parking areas, furniture, sewer, water, power, heating, ventilating, air conditioning and other utility plants, automotive garages and shops and other public works structures and appurtenances which includes but is not limited to snow and ice removal, window repair, water cleanup after flooding and other water-related emergencies, etc.;

Performs routine preventive maintenance and makes minor mechanical repairs;

Uses common hand or power-operated machines and tools;

Moves furniture, equipment and supplies;

May perform other common laboring and custodial duties;

May operate a truck, if qualified.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the tools, terminology and practices used in maintenance; ability to use a variety of common hand and minor power tools; ability to understand oral and written directions; mechanical aptitude.

MINIMUM QUALIFICATIONS: No formal education, training or experience required; however, requirements of the New York State Labor Law must be met and administered by the appointing authority.

NOTE: In the County of Rockland Facilities Management Division of the Department of General Services, possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

SPECIAL REQUIREMENT: At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.