

MAINTENANCE WORKER

General Statement of Duties and Responsibilities

Under direct supervision, assists in the routine maintenance, operation and repair of public buildings and structures, and the equipment they contain. Conducts visual inspections of building equipment and conditions; performs related work, such as driving to and from work sites.

Examples of Typical Tasks

Maintains, adjusts and makes minor repairs of building hardware, furniture, shelving and equipment.

Replaces broken window and door glass.

Repairs windows and sash.

Makes minor repairs to masonry, woodwork, flooring and walls.

Makes minor repairs to building electrical, plumbing and heating systems.

Assists in relocating building equipment as directed.

Visually inspects public buildings, structures and equipment to assess and check for defects, malfunctions and hazardous conditions.

Visually checks for and records the observable conditions of the premises.

Prepares reports and keeps records.

Operates a motor vehicle to travel to and from work sites.

MAINTENANCE WORKER (continued)

Qualification Requirements

1. Three years of full-time satisfactory experience as a mechanic, journeyperson or helper in the electrical trades, the mechanical trades, or the construction or maintenance of buildings; or
2. At least two years of full-time satisfactory experience as described in "1" above plus sufficient full time training or education in the electrical, mechanical or construction trades in a trade school, technical school or vocational high school to make up the equivalent of three years of acceptable experience. Six months of experience will be credited for each year of full-time acceptable training or education;

NOTE: **License Requirement**

For positions in certain agencies, a Motor Vehicle Driver License valid in the State of New York is required. This license must be maintained for the duration of the assignment.

Direct Lines of Promotion

From: None

To: Supervisor (91310)