

Department: Buildings & Grounds
Classification: Non-Competitive
Grade: 4

SPEC DISK H3
DOCUMENT 63

BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting with the maintenance, repair and cleaning of buildings and equipment. Directions are received in connection with each assignment and the work is performed under general supervision from a higher ranking maintenance person. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs a variety of tasks related to the upkeep of buildings such as cleaning, washing windows and scrubbing floors;
Transports mail to and from post office and mail room for all departments;
Gathers and disposes of refuse;
Replaces defective fuses and light bulbs;
Cleans lavatories and polishes brass and metal work;
Takes part in painting of rooms and hallways;
Performs minor carpentry work such as repairs to desks, tables and office furniture;
Prepares surfaces for painting by scraping, sanding, washing and applying paint and varnish remover;
Assists in the maintenance of grounds by mowing lawns, trimming shrubbery and taking care of flower beds;
Helps to clean and maintain tools, machinery and other mechanical equipment;
Assists in removing snow and ice from walks, parking lots and pathways;
May be assigned responsibility for proper display of exterior flags (i.e. U.S., State, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of tools and materials used in the cleaning, maintenance and repair of buildings and equipment; ability to follow simple oral and written directions; willingness to perform routine manual work; thoroughness; manual dexterity; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year of experience performing manual labor.

Amended: 9/24/92