

BUILDING MAINTENANCE HELPER

GENERAL STATEMENT OF DUTIES: Assists in a variety of tasks in connection with the maintenance and repair of buildings and equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs unskilled manual work in performing a variety of tasks connected with the operation, maintenance and cleaning of buildings and related equipment. Miscellaneous minor repair work may be performed but it does not require the same degree of proficiency and ability as that called for in semi-skilled jobs of Building Maintenance Worker. General directions are received in connection with each assignment and supervision is usually received while work is in process and upon completion. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

- Assists in a variety of tasks in regard to the upkeep of buildings such as cleaning, washing windows, trash removal and recycling;
- Scrubs, strips and waxes floors;
- Removes snow manually or by operation of power equipment;
- 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 upkeep of grounds by mowing lawns and athletic fields, trimming shrubbery and taking care of flowerbeds;
- Replaces defective fuses and light bulbs;
- Cleans lavatories and polishes brass and metal work;
- Helps to clean and maintain tools, machinery, and other mechanical equipment;
- Directs the work of cleaners and laborers.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Some knowledge of practices, tools and materials used in the maintenance and repair of buildings and equipment; ability to follow oral and written directions; manual dexterity; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience in ordinary manual labor.

Labor Class

Amended September 29, 1998 Personnel Officer