

MAINTENANCE LABORER (UTILITY)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents perform a variety of recurring light and heavy manual laboring activities in grounds maintenance, building maintenance or at other County facilities. Work involves the performance of unskilled or semiskilled manual tasks that are readily learned on the job. The majority of work assigned is routine and repetitive in nature and once learned, can be carried out without difficulty and without direct supervision. Incumbents may occasionally perform some higher-level tasks when assisting higher-level maintenance staff. Work assignments are verbal, in writing or are standard operating procedures. Once trained, workers are expected to perform many assignments with independence, exhibiting some initiative and judgment in typical work situations. Incumbents do not have responsibility for making difficult or technical work decisions. This class differs from the class of Maintenance Worker (Utility), which requires higher-level technical and mechanical skills, more frequent use of complex tools and greater understanding of the scope of work to be performed. In addition, Maintenance Workers are expected to exhibit more initiative and judgment in non-routine work situations than Maintenance Laborer (Utility). Incumbents may function in a lead capacity over seasonal or temporary staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs simple plumbing duties such as changing washers, unclogging drains, flushing lines, tightening bolts, etc.:

Performs simple electrical maintenance and repair, such as replacing switches and outlets, testing wires, installing wire mold, etc.;

Performs basic masonry including mixing and pouring concrete or cement to set sign posts, benches or other simple fixtures or structures, setting up forms, replacing stones or blocks, patching sidewalks, steps, curbs, etc.;

Performs basic maintenance and repair duties involving carpentry including cutting and shaping material to assemble or repair park benches, signposts, picnic tables, fences/railings, etc.;

Performs grounds maintenance work such as mowing grass, planting and pruning trees and shrubs, removing debris, mulching, weeding, applying fertilizer or pesticides as needed, cutting up downed trees, etc., using hand and power tools and equipment such as chain saws, industrial mowers, and tractors with moving attachments;

Performs maintenance and repair tasks on roadways, paths, parking lots and walkways, such as patching pavement, edging paths, acting as flag person, raking asphalt, installing guide rails, and digging or reconditioning catch-basins, drainage ditches, and culverts by draining, flushing, suction, digging, patching, etc.;

Assists higher-level workers in various projects by performing routine tasks and procedures using hand and power tools;

EXAMPLES OF WORK: (Cont'd)

Performs other simple maintenance and repair tasks such as replacing glass, painting, patching walls, repairing or replacing screens, door checks, door locks, or

Performs simple cleaning tasks such as dusting desks, chairs and tables; emptying trash cans, mopping floors and hallways, vacuuming carpets, waxing floors, cleaning bathrooms, etc.;

When assigned to the Department of Correction, performs a variety of duties in relation to the operation of the penitentiary's laundry facility including the planning and laying out of routine work assignments for inmates; instructing and training inmates on the use of washing machines and tumblers, and monitoring and participating in activities such as folding, sorting, counting , etc.;

When assigned to Department of Environmental Facilities, performs a variety of duties related to the operation and maintenance of treatment plants, pump stations and trunk sewers, wet wells, regulators, manholes, and appurtenances, including reading change charts and recording results on the daily log, switching equipment on and off in sequence, oiling and greasing machine parts, adjusting packing, tightening bolts, etc., and makes basic repairs on treatment plant and/or pump station equipment;

Assists with the collection, sorting and disposal of recyclable materials at County properties as well as designated off-site locations;

When assigned to Muscoot Farm, performs a variety of duties related to the operation and maintenance of a working farm including feeding animals and cleaning pens, plowing, haying, mowing, spreading manure, repairing fence lines, gates and farm related equipment;

Performs a variety of maintenance and departmental operations work, including field inspections, and arranges for and distributes bulk quantities of various signs, forms and publications in the Department of Transportation;

As needed, operates motor vehicles and equipment including trucks, tractors, backhoes, front-end loaders, etc.;

Performs various light maintenance and repair tasks on equipment used, such as lubrication and oil changes, checking battery fluids and belts, refueling, changing and repairing tires, washing, cleaning, sharpening blades, reading meters, tightening bolts, etc, as needed;

May perform a variety of maintenance and repair on swimming pools, such as painting, scraping, conducting simple water tests such as chlorine content and pH balance, and makes corrections as needed, etc.;

EXAMPLES OF WORK: (Cont'd)

Reports defective and damaged equipment and supplies to supervisor for corrective action;

Removes snow and salts and sands sidewalks, stairs, roads, etc. and performs other custodial tasks as needed;

Maintains work area in a clean, orderly and safe condition;

Performs routine and emergency repairs and maintenance both scheduled and in response to emergency situations as required;

May use computer applications or other automated systems such as spreadsheets, word processing, e-mail, calendar and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with common power and hand tools; familiarity with accident and safety precautions; familiarity with the operation of trucks, tractors, and other automotive equipment; ability to make basic maintenance repairs; ability to learn the operation of a variety of power tools and equipment; ability to learn basic technical skills quickly; ability to follow oral or written instructions; ability to work effectively individually, or as part of a team; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; initiative; industriousness in work performance; mechanical aptitude; physical strength and agility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a high school or equivalency diploma; or (b) one year of experience in grounds maintenance, general maintenance and repair work, or general cleaning work; or (c) one year of experience in the operation of automotive equipment such as a tractor, truck or related equipment*; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENTS: (1) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety. (2) Depending on work assignment must possess and maintain a valid license to operate a motor vehicle in New York State.

*NOTE: Experience driving a personal vehicle is not counted as acceptable experience.

West. Co.

Job Class Code: C0650

J. C.: Non-Competitive

Job Group: IV

DRC3