

MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is work of a routine but varied nature which involves physical labor and helper functions 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. Work is performed under direct supervision of a higher level maintenance employee. During periods of emergency, any employee in this class may be required to work at other than normal working hours. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs a wide variety of laboring and routine maintenance tasks attendant to the operation, maintenance and alteration of buildings, grounds, parking areas, sewer, water, power, heating, ventilating, air-conditioning and other utility plants, automotive garages and shops and other public works structures and appurtenances;

Performs minor carpentry work in the repair of windows, doors, walls, furniture, etc.;

Performs minor electrical, and plumbing repairs and installations;

Performs interior and exterior painting;

Performs routine preventive maintenance of equipment and makes minor mechanical repairs;

Uses common hand or power-operated machines and tools;

Moves furniture, equipment and supplies;

May assist in the removal of snow and ice and the sanding of icy sidewalks;

May perform a variety of grounds maintenance tasks;

May operate a truck, if qualified;

May perform other common laboring and custodial duties;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Familiarity with 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; some aptitude and ability as a general mechanic; thoroughness; dependability.

MINIMUM QUALIFICATIONS:

One (1) year of experience in general building construction or maintenance work involving the following standard trades: carpentry, plumbing, and electrical.