



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING # 20-006 POSTING DATE*: FROM: 2/12/2020 TO: UNTIL FILLED

JOB TITLE: BUILDING MAINTENANCE ASSISTANT

RATE OF PAY: \$16.09/HR

LOCATION: DPW BUILDING/BUILDINGS & GROUNDS

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

AS PER ATTACHED

APPLICATION DEADLINE / LAST FILING DATE*: UNTIL FILLED

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: Visit www.co.ontario.ny.us/humanresources or the Department of Human Resources to receive additional information and for the Application for Employment or Examination. Completed applications can be delivered personally or mailed to the address above.

Include the Job Title and Job Posting Number on the application.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

BUILDING MAINTENANCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building and grounds maintenance tasks or for serving as a helper to a higher level maintenance employee. While a maintenance assistant does not utilize skilled journeyman techniques a working knowledge of one or more trades or building maintenance and grounds maintenance are necessary. In addition, the work may involve the part-time operation of a truck, tractor, grounds maintenance equipment, automobile or other automotive equipment. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs semi-skilled work in masonry, carpentry, electrical, landscaping or painting operations;
 Repairs windows, doors, floors, walls and other parts of buildings;
 Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;
 May help to install and repair general plumbing equipment, such as sinks, toilets and baths;
 Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
 Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
 Operates trucks, tractors, grounds maintenance equipment, automobiles, air compressors, and other motorized equipment;
 Assists in maintenance of lawns, trees, shrubs and landscaping;
 Takes part in general buildings and grounds cleaning and maintenance activities;
 Serves as general handyperson performing a variety of semi-skilled duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
 Good knowledge of buildings, grounds and landscaping maintenance and repair practices; knowledge of the practices and techniques of one or more of the standard trades; mechanical aptitude; industry; physical condition commensurate with the demands of the position; dependability; manual dexterity.

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid work experience, or its part-time equivalent in building construction, building maintenance, grounds maintenance or landscape, or in a recognized building trade.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: January 6, 2004, 12/27/17, 3/14/2019

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE