

Naples Central School
NOTICE OF ANTICIPATED JOB OPENING

Date: May 15, 2023

Position: Building Maintenance Assistant

Number of Positions: One – 40 hours per week

Work Location: District buildings and grounds

Salary: \$14.20/hour - \$16.20/hour; *Includes Health Insurance Benefits*

Distinguishing Features of the Class: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a higher-level maintenance employee. In either case, although a working knowledge of one or more trades is necessary, a maintenance assistant does not utilize the more skilled journeyman techniques for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, 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 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, automobiles, air compressors, and other motorized equipment;

Takes part in general buildings and grounds cleaning and maintenance activities;

Serves as general handyperson performing a variety of semi-skilled duties.

Full Performance Knowledges, Skills, Abilities And Personal Characteristics: Good knowledge of modern buildings and grounds 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: Either:

- 1) One (1) year of full-time paid work experience, or its part-time equivalent, in construction, building maintenance, grounds maintenance or landscape, or in a recognized building trade; OR
- 2) Possession of a vocational or technical training program certificate in one of the building trades (carpenter, electrician, mason, plumber, heating, ventilating and air conditioning technician or welder).

~~Not: Documented part-time or volunteer experience will be accepted on a pro-rated basis.~~

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.

Application Procedure: Go to www.naplescscd.org; look under the District Tab; Job Opportunities; scroll to bottom of the page; under Links you will find the links to the **Ontario County Civil Service Application** and the **Support Staff Application**.

WORK SCHEDULE: *Sunday from 7:30 a.m. – 4:00 pm*
Monday – Thursday from 8:30 a.m. – 5:00 p.m.

There are two parts to the application procedure:

1. Submit your completed [NCS Employment Application](#) by *Wednesday, May 31, 2023* to:
Naples Central School, 136 North Main Street, Naples, NY 14512
Attention: Shawn Mason, Director of Facilities
2. [Submit](#) your Ontario County Civil Service form through the Ontario County website by *Wednesday, May 31, 2023*. Go to <https://ontario-portal.mycivilservice.com/> and under *Current Vacancies*, click on the *Naples School – Building Maintenance Assistant position to apply*.

Application must be made by Wednesday, May 31, 2023

The Naples Central School District offers employment opportunities without regard to sex, race, color, national origin or handicap.
Inquiries regarding this nondiscrimination policy may be directed to:
Title IX Coordinator, c/o Naples Central School, 136 North Main Street, Naples, NY 14512.