



## SUBSTITUTE POSITIONS

The District continually accepts applications for all substitute positions. The following applications are open on the Ontario County Website:

<https://ontario-portal.mycivilservice.com/jobopps>

- Substitute positions paid at the current NYS Minimum Wage:  
Substitute Teacher Aide; Substitute Teacher Assistant; Substitute School Monitor; Substitute Food Service Helper; Substitute Typist; Substitute Clerk; Substitute Cleaner; Substitute Building Maintenance Assistant; & Substitute School Bus Monitor.
- Substitute School Bus Driver: \$18.00/hr.
- Substitute Automotive Mechanic/Bus Driver: \$18.35/hr.
- Substitute School Nurse: \$125.00/day
- Substitute Building Maintenance Mechanic: NYS Minimum wage plus \$1.50/hr.
- Substitute Life Guard: NYS Minimum Wage plus \$1.00/hr.

**Application Procedure:** *There are Two Parts to the application procedure:*

1. *Submit* your completed **Naples Central School Employment Application** (Available on the school website at [www.naplescsd.org](http://www.naplescsd.org)) to:  
Naples Central School  
136 North Main Street  
Naples, NY 14512
2. **AND** your completed **Ontario County Civil Service form**, available on this website.

For information on applying for substitute positions at Naples Central School please check our school website at [www.naplescsd.org](http://www.naplescsd.org). Interviews are scheduled by the Schools. Substitutes are called on an as-needed basis. Fingerprint clearance through NYSED will be required at the time of hire.

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.

## 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 or skilled trade 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 is necessary. In addition, the work may involve the operation of a truck, tractor, grounds maintenance equipment, 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;  
Learns the trade while assisting a skilled trade employee;  
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, pipelines, 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: 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).

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: 1/6/04; 12/27/17; 3/14/2019; 11/26/21  
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE