

**Naples Central School**  
**NOTICE OF ANTICIPATED JOB OPENING**

**Date:** August 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; *Benefits Include Health Insurance; Vacation, Sick and Personal Time*

**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).

**Note:** Documented part-time or volunteer experience will be accepted on a prorated 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.

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

**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.

**Application Procedure:** Go to [www.naplescscsd.org](http://www.naplescscsd.org); look under the District Tab; Job Opportunities;

*There are two parts to the application procedure:*

1. Submit your completed [NCS Employment Application](#) by *Wednesday, August 16, 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, August 16, 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, August 30, 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.