



Ontario County Department of Human Resources  
3019 County Complex Drive  
Canandaigua, NY 14424  
[www.co.ontario.ny.us](http://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 #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**APPLICATION DEADLINE / LAST FILING DATE\*:** \_\_\_\_\_

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

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

*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. 7/22/2020

## 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