

Naples Central School
NOTICE OF ANTICIPATED JOB VACANCY
Posting Date: September 11, 2025

POSITION: BUILDING MAINTENANCE ASSISTANT

Minimum Qualifications:

- Possess a high school diploma or equivalent and, **EITHER:**
 1. One (1) year of full-time paid work experience, or its part-time equivalent, in construction, building maintenance, ground 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).
- Possession of a valid NYS Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
- Willingness to obtain Certified Pool Operator Certification.
- Good Physical Condition
- Ability to work cooperatively with department and staff

Salary: Per CSEA Contract. Based on Experience.
Twelve (12) Month Position

Hours: Full Time: 8 hours per day (40 hrs per week)

Benefits: Health Insurance; Vacation, Sick and Personal Leave

APPLICATION PROCEDURE:

- Complete the Ontario County Civil Service form through the Ontario County:
<https://ontario-portal.mycivilservice.com/> and under *Current Vacancies*, click on the *Naples School –Building Maintenance Assistant position to apply.*

***Both Applications must be submitted by:
Friday, September 26, 2025***

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