

**Canandaigua Schools-Vacancy**

**Starting rate: \$25/hr**

**Full time 6am-2:30pm M-F**

**SENIOR BUILDING MAINTENANCE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for participating in and supervising the efficient maintenance and repair of buildings, grounds, landscaping and related equipment. The work is performed under general supervision permitting the incumbent considerable leeway in planning specific projects. Supervision is exercised over assigned building maintenance staff; does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises and participates in the continuing maintenance and repair of buildings, grounds, landscaping, parking lots and walkways;  
Supervises and participates in landscape maintenance, including prevention of plant diseases and undesirable plant and grass species;  
Periodically inspects buildings, grounds and grounds maintenance equipment;  
Operates and maintains the heating plant;  
Oversees the maintenance and minor repair of mechanical and motor equipment;  
Conducts the maintenance and minor repair of electrical fixtures, alarms, and other building systems;  
Confers with contractors concerning remodeling, major repairs and installations;  
Plans and schedules a program of preventative maintenance and repair;  
Assists in budget preparation as it applies to maintenance and repair activities;  
Requisitions equipment and supplies according to prescribed procedure;  
Maintains appropriate records on operations and prepares periodic reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices, tools, and equipment used in the maintenance and repair of buildings, grounds, landscaping and related equipment; good knowledge of plant diseases and methods used to combat them; good knowledge of ordinary repair methods and practices associated with heating plants, auxiliary generators and motor vehicle equipment; knowledge of landscaping and gardening practices; ability to read and interpret blueprints; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; good judgment; thoroughness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma AND four years of experience in either general building construction, maintenance, landscaping or building trades work in one or more of the standard trades such as carpentry, plumbing, electrical, etc.

**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.

**SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT:** Possession of a New York State Department of Environmental Conservation Pesticide Applicator I.D. and maintenance of same throughout the tenure of employment in the position.

REVISED: 8/10/00, 12/4/17

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE