Geneva School – Vacancy

Salary range: $18.50 - $20.50/hr

BUILDING MAINTENANCE WORKER

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND:

1. One (1) year of full-time paid experience, or its part-time equivalent, in building construction activities; OR

2. One (1) year of full-time paid experience, or its part-time equivalent, in general building maintenance or building trades work assisting in one or more of the standard trades, such as carpentry, plumbing, electrical.

SPECIAL REQUIREMENT – AT TIME OF APPOINTMENT: Possession of a valid New York State Operator's license at time of appointment and maintenance of such license throughout tenure of employment in the position.

SPECIAL REQUIREMENT – AT TIME OF APPOINTMENT in the City of Geneva: Possession of a valid Class B, or higher, New York State Commercial Driver's License with appropriate endorsements and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for performing a variety of routine mechanical and other building maintenance tasks and/or for serving as a helper to a journey level Building Maintenance Mechanic. In either case, although a working knowledge of one or more trades is necessary, a Building Maintenance Worker does not utilize the more skilled journey level techniques. 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 tasks. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;
Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
Helps to install and repair general plumbing equipment such as sinks, toilets and baths;
Helps to install and repair wiring systems and electric fixtures and equipment;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
Operates trucks, cars, air compressors, snowblowers, lawnmowers, and other motorized equipment;
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
Replaces defective fuses or light ballasts;
Takes part in general grounds maintenance activities;
Performs a variety of grounds maintenance activities including snow and ice removal, and trimming of trees, shrubs, and lawns;
Helps remove snow and ice from walks and driveways.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of modern buildings and ground maintenance and repair practices;
Working knowledge of the practices and techniques of use of tools and materials used in building maintenance;
Mechanical aptitude; ability to read and follow instructions.

REVISED: AUGUST 9, 2001; 10/16/25
CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE
JURISDICATIONS: CITIES, SCHOOL DISTRICTS, SPECIAL DISTRICTS
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES