

## **BUILDING AND GROUNDS MAINTENANCE WORKER**

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| <b>DEPARTMENT:</b>     | Apalachin Fire District; Agencies under Tioga County's jurisdiction |
| <b>CLASSIFICATION:</b> | Non-competitive   |
| <b>SALARY :</b>        | To be determined  |
| <b>ADOPTED:</b>        | Tioga Co. Personnel & Civil Service                                 |

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing semi-skilled building and grounds maintenance, repair and cleaning related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. Work may be assigned to multiple buildings. A good knowledge of a trade is not necessary because this classification does not normally perform skilled journey-level techniques. The incumbent will perform a variety of housekeeping tasks to maintain clean and sanitary conditions throughout building(s). The incumbent also performs manual labor and operates equipment related to the work. General instructions are received and work is performed under immediate or general supervision from designated superior, depending upon the nature of the tasks. Does related work as required.

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

- Performs semi-skilled building maintenance and repair such as: changing ballasts, light bulbs, repairing toilet, patching sheetrock and tiles; and basic painting tasks;
- Performs manual labor related to building and grounds maintenance and repair;
- Performs various housekeeping, cleaning, and sanitizing tasks throughout all building areas including but not limited to: windows, floors, carpets, restrooms, kitchens, stairwells, appliances, and furniture;
- Performs exterior building maintenance and cleaning tasks such as, but not limited to: power washing, cleaning gutters, and washing windows;
- Restocks common supplies such as toilet paper, paper towels and soap;
- Takes part in general grounds maintenance activities;
- Mows grass and maintains grounds;
- Removes snow and ice from sidewalks;
- Removes trash and may transport to waste station;
- Performs routine check of facilities to ensure conditions remain clean and safe to staff and public;
- Depending upon nature of the repair, may rewire lighting;
- May clean interior and exterior of designated vehicles;
- May coordinate and provide building access to approved service providers and visitors;

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

Working knowledge of modern building and grounds maintenance and repair practices; Working knowledge of safety precautions and practices associated with modern buildings and grounds maintenance and repair work; Working knowledge of the practices and techniques of one or more the standard trades; Working knowledge of common cleaning, disinfecting methods, materials and equipment; Skill in the use of cleaning and maintenance equipment; Ability to understand and follow simple oral and written directions; Ability to lift heavy objects and perform work requiring bending, climbing, reaching, and repetitive motion; Willingness to perform routine cleaning and other physical tasks; Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors; Mechanical aptitude; Willingness to work under adverse weather conditions; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Two (2) years of full-time experience (or its part-time equivalent) in general building construction, cleaning buildings, building maintenance, or repair work.

**SPECIAL REQUIREMENT:** At time of appointment and throughout employment, an incumbent in this classification must possess a valid motor vehicle operator's license that is appropriate for the vehicles and/or equipment operated.