



Seneca County
Personnel Department

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TO: ALL APPLICANTS APPLYING FOR **MAINTAINER**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please enter any of the following as your response:

- Village of Interlaken
- Village of Ovid

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS:

One year of experience as a handyman helper or laborer in one or more of the mechanical or construction trades and completion of grade school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

GENERAL STATEMENT OF DUTIES:

Performs a variety of semi-skilled mechanical, construction, or maintenance tasks, or assists a journeyman tradesman by performing less skilled duties of his trade; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is a broad class covering many types of recurring mechanical work involving responsibility for performing rough or semi-skilled trades or mechanical work and for assisting skilled workmen in a variety of construction, maintenance and repair work. Although a working knowledge of one or more

trades is necessary, a maintenance man does not utilize the more skilled techniques for any considerable portion of his time. General instructions are received regarding routine jobs with detailed instructions on new, unusual or difficult assignments. The work is performed under varying degrees of supervision depending upon the assignment, and is reviewed by immediate observation, by periodic or spot checks, by another step in the process and upon completion.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
Helps to install and repair wiring systems and electrical fixtures and equipment;
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 principle object;
Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
Performs installation and repair work on a municipal water and/or sewage system;
Makes taps on street water mains for service to consumers;
Tests for and locates leaks;
Helps install and repair hydrants, mains, services, valves and pumps;
Inspects and lubricates hydrants;
Assists in locating, raising, lowering, salting and repairing valves;
Pours lead and caulks joints and cast iron water mains;
Mixes plaster and concrete and assists in laying brick, plastering walls, and finishing concrete work;
Oils and greases cranes, air compressors, air hoists and assists on necessary repair work;
Repairs, rebuilds and refinishes recreation equipment;
Assists in the conditioning and maintenance of athletic and recreation fields and areas;
Resurfaces slate blackboards;
Operates trucks, automobiles, air compressors, and other motorized equipment;

TYPICAL WORK ACTIVITIES: Continued (Illustrative Only):

Assists a skilled mechanic and individually performs semi-skilled repair work in connection with the repair, maintenance and overhauling of motor equipment;
Takes part in general grounds maintenance activities;
Serves as general handyman performing a variety of semi-skilled duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the common practices, tools, terminology and safety precautions of one or more of the mechanical or construction trades; ability to follow oral and written directions; good hand and eye coordination; ability to get along well with others; mechanical aptitude; manual dexterity; reliability; good judgement; good physical condition.