

Jurisdictional Class: NC

Location: All Civil Divisions

Fr. Cty. Grade: - -

Revised: 

Date: 9/9/2020

## **SENIOR MAINTENANCE WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves a variety of building maintenance and repair tasks of a skilled nature. Employees in this class are required to work along various skilled trade lines as the occasion demands. In this respect the class differs from such classes as Painter, Carpenter, Plumber, etc. which limit incumbents to a single trade. Incumbents perform their duties with broad latitude for independent planning or laying out of the working details. In these cases where supervisory responsibilities are involved, the Senior Maintenance Worker acts as a leader over one or more workers who perform maintenance and repair jobs of a semi-skilled nature. Incumbent does related work as required.

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

Supervises and/or performs repairs to plumbing, steam lines, electric wiring and equipment, furniture, doors and windows, hardware and varied mechanical equipment and machinery;  
Installs shelving, storage cabinets and new hardware;  
Makes repairs to and replaces roofs;  
Does skilled painting and other decorative work;  
Oversees the operation of a central heating system;  
Makes inspections of property to ascertain repair needs;  
Estimates material required for repairs;  
Keeps daily time and material records;  
Supervises and participates in a general ground maintenance program;  
Maintains inventory of tools, supplies and equipment;  
Responds to emergency calls and performs a wide variety of general repairs;  
May oversee and take part in ordinary building cleaning operations.

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

**CHARACTERISTICS:** Thorough knowledge of the practices, processes, materials and tools of the principal trade in which the experience has been gained; good knowledge of one or more additional trades; good knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of building cleaning practices, supplies and equipment; familiarity with the operation and maintenance of heating systems; ability to plan and supervise the work of others; ability to understand oral and written directions; mechanical aptitude; dependability; thoroughness; manual dexterity.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of experience in building maintenance activities or in one or more of the standard trades such as carpentry, plumbing, and electrical.

**NOTE:** If the position requires, candidate must possess valid New York State Driver's License at the time of application, maintained throughout employment.