



GERALD D. JENNINGS
MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
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PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

May 6, 2013

TO: All Department of General Services Divisions
All Water Department Divisions
Department of Recreation
Mayor's Office

SUBJECT: Notice of Job Opening –

Building Maintenance Worker – (PROMOTIONAL)*
Department of Water and Water Supply

The **Department of Water and Water Supply** has one (1) vacancy for the position of **Building Maintenance Worker (Promotional)**, at a rate of **\$16.03/hour at 40 hours/week**. The schedule for this position is as follows:

Days, Hours, and Locations Vary

Applicants must meet the requirements as outlined in the attached job description. This is a non-competitive class Civil Service position that may be filled with an individual who meets the minimum qualifications as outlined in the attached job description.

Anyone who is interested in applying for this job should hand deliver application to Annette Gaspari, Confidential Assistant to the Commissioner, Albany Water Department, 10 North Enterprise Drive, New York 12204 to be received no later than **Tuesday, May 21, 2013**.

***** APPLICANTS WHO ARE CURRENT MEMBERS OF THE ALBANY BLUE COLLAR WORKERS UNION LOCAL 1961 AND AFSCME NY COUNCIL 66 WILL BE GIVEN FIRST PREFERENCE.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
TUESDAY, MAY 21, 2013

An Equal Opportunity/Affirmative Action Employer

BUILDING MAINTENANCE WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a journey-level artisan. Although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journey-level crafts for any considerable portion of his time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. Work is performed under direct or general supervision from a superior depending upon the nature of the assignment. May supervise maintenance helpers or custodial workers, as assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Makes periodic inspections of buildings to determine repair and maintenance needs, and performs a series of minor repairs;
- Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
- Helps to install and repair electric fixtures, wiring and related equipment;
- Repairs windows, doors, floors, walls and other parts of buildings;
- Removes and replaces furniture;
- May assist in painting interior and exterior surfaces;
- Helps to install and repair general plumbing equipment such as sinks, toilets, baths and heating and air conditioning units;
- Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
- Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
- Installs shelves and storage cabinets;
- Keeps simple records;
- Takes part in general grounds maintenance activities;
- Performs a variety of semi-skilled duties;
- Cleans, checks, repairs and lubricates motors, chairs, etc.;
- May participate in estimating time and materials required for assigned tasks;
- May be required to transport materials and equipment to and from job locations;
- May assist other trades and outside contractors in installation and construction as required;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of buildings and grounds maintenance and repair practices;
- Working knowledge of the practices, tools, equipment and safety precautions of one or more of the standard trades;
- Ability to follow oral and written directions;
- Mechanical aptitude;
- Manual dexterity;
- Ability to get along well with others;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Two (2) years of full-time paid work experience as a helper or laborer in one or more of the mechanical or construction trades; **OR**
- b) Two (2) years of full-time paid experience as a maintenance laborer; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 1955
12/17/80
4/01
5/22/02