

Greene County Building & Grounds Department

Job Announcement – MAINTENANCE PERSON

HOURLY RATE: \$16.72 (Grade 7, Step 0)

This is a broad class covering many types of recurring mechanical work involving responsibility for performing a variety of semi-skilled and skilled mechanical, construction or maintenance tasks. May assist skilled workers in a variety of construction, maintenance, operation and repair work of buildings. General instructions are received regarding routine jobs with more detailed instructions on new, unusual or difficult assignments. The work is performed under varying degrees of supervision depending upon the assignment and is supervised and reviewed by immediate observation, by periodic or spot checks and upon completion of the job. In the absence of immediate supervisors may be required to perform limited supervision over subordinates when necessary. Does related work as required.

EXAMPLES OF WORK: *(Illustrative only)*

- Performs semi-skilled or skilled work in masonry, carpentry, welding, electrical or painting operations;
- Repairs windows, doors, floors, walls and other parts of buildings;
- Does interior and exterior painting;
- Assists in the installation and repair of general plumbing equipment, such as sinks, toilets and baths;
- Maintains and repairs HVAC and refrigeration units;
- Mixes plaster, concrete, and the laying of brick, plastering walls and finishing concrete work;
- Performs welding tasks;
- Oils and greases cranes, air compressors, air hoists and assists in necessary repair work;
- Repairs, rebuilds and refinishes recreation equipment, desks, tables, chairs and other office equipment;
- May assist a skilled mechanic and individually perform semi-skilled or skilled repair work in connection with the repair, maintenance and over-hauling of motor equipment;
- Takes part in general grounds maintenance activities;
- Serves as general handyman performing a variety of semi-skilled or skilled duties.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the common practices, tools, terminology and safety precautions of one or more of the mechanical or construction trades; Ability to follow verbal and written directions; Good hand and eye coordination; Ability to get along well with others; Mechanical aptitude; Manual dexterity; Reliability; Honesty; Good judgment; Good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma. Two (2) years of experience as a handyman, laborer or helper in one or more of the mechanical or construction trades **OR** one (1) year trade school **and** one (1) year experience as a handyman, laborer or helper in one or more of the mechanical or construction trades.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license is required at the time of appointment, which must be maintained throughout employment.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com **by September 28, 2023.**

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen or face disqualification.