

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Building Services
Maintenance Worker

\$38,684 - \$45,604

DATED: September 5, 2025

LAST DAY TO FILE: September 18, 2025

EOE

DISTINGUISHING FEATURES OF THE CLASS: This is work involving responsibility for performing rough or semi-skilled mechanical tasks of a recurring nature. Employees in this class assist skilled workmen in a variety of construction, installation, maintenance and repair work. General instructions are received regarding routine jobs with detailed instructions on new or unusual assignments. Work is performed under varying degrees of supervision depending upon the nature of the assignment and is reviewed by immediate observation, periodic or spot checks, by another step in the process and upon completion. Supervision may be exercised over the work of laborers.

TYPICAL WORK ACTIVITIES:

- Performs semi-skilled work in carpentry, masonry, electrical or painting operations;
- Repairs windows, doors, floors, walls and other parts of buildings;
- Assists in the installation and maintenance of a wide variety of plumbing equipment and systems;
- Assists in cleaning and repairing boilers, pumps, heaters, and pipelines, valves and traps;
- Mixes plaster and concrete and assists in laying brick, plastering walls and finishing concrete work;
- Operates trucks, automobiles, air compressors, and other motorized equipment;
- Assists in the installation and maintenance of a wide variety of electrical fixtures, equipment and systems;
- Assists in the preparation, painting and refinishing of wood, metal and other surfaces;
- Performs a wide variety of semi-skilled tasks of ordinary difficulty relating to the mechanical or construction trades;
- Assists a skilled mechanic and individually performs semi-skilled repair work in connection with the repair, maintenance and overhauling of motor equipment;
- Performs landscape maintenance such as mowing, debris removal, tree trimming and snow removal of parking lots and walkways;
- Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good working 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 instructions; good hand and eye coordination; manual dexterity; mechanical aptitude; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One (1) year of experience as a maintenance helper or laborer in one or more of the mechanical or construction trades.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov