

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Building Services

Maintenance Worker/Cleaner – Temp.

\$16.0868/hr.

DATED: May 13, 2021

LAST DAY TO FILE: May 27, 2021

EOE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for physical work involving the efficient and economical performance of building cleaning and maintenance tasks. Cleaning tasks are performed according to a well-established procedure; maintenance tasks are of rough or semi-skilled mechanical tasks of a recurring nature. The work is performed under the supervision of the Director of Building Services or other authority. Supervision may be exercised over the work of laborers. Does related work as required.

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 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;
- Sweeps, mops and washes floors and stairs;
- Uses heavy mechanical equipment in stripping, waxing and polishing floors;
- Dusts chairs, tables, desks and other furniture;
- Polishes furniture and brass;
- Empties wastebaskets, collects and disposes of trash;
- Arranges chairs and tables and other equipment for special use of building;
- Repairs window shades, replaces light bulbs, soap and towels;
- Moves furniture, supplies and other equipment;
- May clean walls, bath fixtures, equipment, beds and furniture;
- May clear snow and ice from walks;
- May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks assigned;
- May assist in the operation and maintenance of an oil or gas fired low pressure heating system;
- May be required to wash outside of windows at extreme heights;
- May sand and repair desks, tables and chairs;
- May assist in making minor plumbing, carpentry and electrical repairs;
- May load and unload trucks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of common cleaning, disinfecting methods, materials and equipment; skill in the use of cleaners and maintenance equipment (e.g., vacuum cleaner, carpet shampooer and floor buffer); skill in the use of grounds maintenance tools and equipment (e.g., trimmers, mowers, snow blowers, chain saw); working knowledge of the common practices, tools, terminology and safety precautions of one or more mechanical or construction trades; the ability to understand and follow simple oral and written directions; ability to lift heavy objects and perform work requiring bending, climbing, reaching, and repetitive motion; physical condition commensurate with the demands of the position.

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

CLASSIFICATION: Non-Competitive

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