



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

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### Saratoga County Department of Public Works (Building & Maintenance)

- Job Title:** BUILDING MAINTENANCE HELPER
- Salary Range:** \$50,682 - \$59,860\* (\*Based on years of service employed with Saratoga County)
- Work Location:** 50 West High Street, Ballston Spa, NY 12020
- Classification:** Non-Competitive **(No exam required)**

#### Job Description

In general, an employee in this class assists the Building Maintenance Worker or High-level Maintenance positions in the overall maintenance of buildings and equipment. This position may perform unskilled manual work in performing a variety of tasks connected with the operation, maintenance and cleaning of buildings and related equipment. Miscellaneous minor repair work may be performed, but it does not require the same degree of proficiency and ability as that called for in semi-skilled jobs of Building Maintenance Worker. General directions are received from a higher-ranking maintenance worker in connection with each assignment and supervision is received while work is in process and upon completion. Does related work as required.

#### Minimum Qualifications (at least)

Graduation from High School or possession of an equivalency diploma (GED) and one year of full time paid experience in manual labor in at least one of the major trades, such as carpentry, plumbing, electrical or HVAC in a large scale or commercial setting.

**SPECIAL REQUIREMENT:** Candidate must possess, and maintain, a clear and valid New York State Driver's License appropriate for the type of vehicle to be operated.

#### Typical Work Activities (\*Illustrative)

- Performs minor carpentry work such as simple repairs to desks, tables, office furniture and shelving; Assists in installation and repair of general plumbing equipment such as sinks, toilets, etc.
- Checks boilers for correct operation;
- Helps to install and repair wiring systems and electric fixtures equipment and HVAC systems;
- Prepares surface for painting by scraping, sanding, washing and applying paint and varnish remover;
- Assists in the upkeep of grounds by mowing lawns, trimming shrubbery and taking care of flower beds;
- Assists in a variety of tasks in regard to the upkeep of buildings such as cleaning, washing windows and scrubbing floors;



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- Replaces defective fuses and light bulbs;
- Assists in installation and repair to electrical fixtures and circuits;
- Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
- Helps to clean and maintain tools, machinery and other mechanical equipment;
- May assist in cleaning bathrooms, hallways, rugs and polishes brass and metal work;
- May assist with the collection and removal of trash and garbage;
- Helps remove snow and ice from walks and driveways.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### **Additional Information**

- Excellent benefits, NYS Retirement and Compensation Plan

### **To Apply (via Link Provided)**

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

### **Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*