



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Public Works

Job Title: BUILDING MAINTENANCE WORKER – Multiple Vacancies

Salary Range: \$59,349 - \$68,787* (*Based on years of service employed with Saratoga County)

Work Location: 3654 Galway Road, Ballston Spa, NY 12020

Classification: Non-Competitive (No Exam Required)

Job Description

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 journeyman tradesman. In either case, although a working knowledge of one or more trades is necessary, a maintenance person does not utilize the more skilled journeyman techniques 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. General instructions are received, and work is performed, under immediate or general supervision depending upon the nature of the task. Performs a variety of semi-skilled building repair and maintenance tasks; does related work as required.

Minimum Qualifications (at least)

Graduation from High School or possession of an equivalency diploma (GED) and two (2) years of full-time paid experience in skilled or semi-skilled in repairs and maintenance in a large-scale commercial setting. Semi-skilled in maintenance and repair tasks in the following trades: carpentry, electrical, masonry, plumbing and painting. **Preference may be given to individuals with prior experience working within a "Correctional" facility.*

Typical Work Activities (*Illustrative)

- Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
- Installs and repairs wiring systems and electric fixtures and equipment;
- Repairs windows, doors, floors, walls and other parts of buildings;
- Does interior and exterior painting where quantity rather than fine quality of work in performed is the principal object;
- Install and repair general plumbing equipment, such as sinks, toilets and baths;
- Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps as well as HVAC;
- Mixes plaster and concrete and lays brick, plasters walls, finishing concrete work, etc.;
- Operates trucks, automobiles, air compressors, and other motorized equipment;
- Takes part in general grounds maintenance activities;
- Serves as general handyman performing a variety of semi-skilled duties;
- Performs related duties as necessary.

**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.*



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Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided – preferred method)

- 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 thru date posted or 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.