

MAINTENANCE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Maintenance Assistants use hand and shop tools to perform semiskilled maintenance and repair work on structures and equipment. As semiskilled workers, Maintenance Assistants perform routine, repetitive maintenance, installation, and repair tasks in one or a combination of the mechanical, building construction, motor equipment, and electrical trades. Incumbents may also perform journey level activities, under supervision or after receiving detailed instructions, to learn and perfect their skills. Generally, Maintenance Assistants work under the supervision of a skilled trades worker or supervisory maintenance person.

Typically, Maintenance assistants, without a parenthetic designating a trade, are classified for relatively small maintenance staffs where specialization is not desirable or for large maintenance pools where specialization is not efficient. Positions in these work settings may perform activities and tasks typical of a variety of trade specialties. By comparison, Maintenance Assistants with a parenthetic designation, such as Carpenter, Mechanic, or Painter, usually spend most of their work time performing tasks typical of the trade indicated by the parenthetic designation, although they may be assigned to perform activities in other trades.

When weather does not permit Maintenance Assistants to perform their normal duties, they may be assigned to other maintenance activities, such as snow and ice control.

Maintenance Helpers perform relatively unskilled tasks in direct support of higher level skilled and semiskilled trades positions.

Critical distinctions between the Maintenance Assistant class and journey level classes, such as General Mechanic, Machinist, and Painter, are the latter's planning, layout, design, and supervision of maintenance and repair projects, diagnosis and correction of mechanical or structural problems, performance of all tasks using all tools of a particular trade, and the incumbent's completion of an apprenticeship or equivalent program for journey level trades.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Operates machine tools, including, lathes, shapers, milling machines, metal cutting saws, planers, and radial drill presses, to manufacture metal items, such as large bushings and special bolts, and performs the less difficult machine operations, such as threading bolts and cutting keyways;
- Repairs, maintains, and services automotive and mechanical equipment by performing activities such as adjusting hydraulic brakes, replacing wheel bearings, performing minor body work, and replacing components, including starters, fuel pumps, water pumps, mufflers, and gas tanks;

- Performs routine replacement and repair of plumbing and steamfitting equipment and installation of new equipment, according to layouts provided by the supervisor, by cutting, fitting, and threading pipe; removing existing pipes and fixtures; repairing and adjusting water mixers, thermostats, and other fixtures locating and unplugging stoppages; repairing domestic steam equipment such as steam tables, dishwashers, and laundry equipment, repairing leaks in steam and water lines; overhauling vacuum pumps; and insulating steam lines;
- Cuts, welds, and brazes a variety of metal materials and equipment manufacturers standard items of sheet metalware such as pails, dippers, and garbage cans, and assists in maintaining and erecting signs;
- Performs semiskilled carpentry activities including repairing doors, windows, window sashes, storm windows, stairs, railings, furniture, locks and door hardware operating shop machinery to make and assemble bookcases, shelves, tables, trenches, signs, and modular furniture erecting and moving partitions building forms for concrete work and, under supervision, assisting in erecting and renovating buildings and structures;
- Operates and maintains heating and hot water equipment in a small facility by replacing parts, such as filters and pumps; cleaning equipment and fireboxes; replacing and adjusting components, such as thermostats and points; and checking oil level in storage tanks;
- Assists in repairing and maintaining locks by making keys, changing lock combinations, opening locks when keys are not available, installing locks, and cleaning and repairing locks;
- Performs semiskilled masonry repairs and installation activities such, as pointing up brick and stone work, patching plaster walls, setting tiles, laying brick and stone, finishing concrete work, replacing fire brick in boilers, and operating equipment including mixers and concrete block machines;
- Repairs, rebuilds, and assists in installing metal, slate, shingle, and built-up roofs.
- Assists in painting and decorating work by performing interior and exterior painting not requiring fine finish or decorative treatment, staining and finishing wood and furniture, painting equipment, installing wallpaper, and spray painting surfaces and equipment;
- Performs the routine tasks of the electrical trade, including repairing electrical equipment such as overhead door motors, vacuum cleaners, electric ranges, and other appliances; replacing brushes on large electric motors; laying and repairing electrical cables and wires; installing and maintaining lighting fixtures, outlets, and switches; and adjusting points and contacts on electrical equipment;
- Performs related work as required.

RELATIONSHIPS WITH OTHERS:

Although incumbents may have frequent communications with others, the tasks of this class are predominantly thing-oriented and involvement with others is not a factor in determining the classification of positions.

Maintenance Assistants are usually supervised by incumbents of higher level trades positions who determine work priorities, define the nature and extent of work to be performed, provide instructions and direction, provide resources for work projects, layout and plan projects, assist in performing the more difficult tasks, train staff in skilled work, activities, evaluate performance, and inspect work in progress and upon completion. Maintenance Assistants may perform the activities of this class with considerable independence when supervision is not available and are expected to perform routine activities with considerable independence.

As assigned, Maintenance Assistants supervise work crews of relatively unskilled workers and wards of the State by making assignments, giving instructions, and providing assistance in performing tasks.

MACHINES, TOOLS AND EQUIPMENT USED:

Maintenance Assistants use hand and portable tools, shop equipment, and measuring and testing instruments appropriate for the trade area to which they are assigned. They may occasionally operate trucks and light construction equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the methods, materials, tools, and equipment used in the trade or trades to which assigned;
- Working knowledge of safety standards and procedures;
- Working knowledge of applicable codes and regulations for the trade or trades to which assigned;
- Ability to read plans, specifications, manuals, and blueprints;
- Ability to perform moderate to heavy manual labor;
- Ability to understand and carry out written and oral instructions;
- Ability to supervise others;
- Ability to climb ladders and work at heights on scaffolds and platforms;
- Ability to use the tools, machines, equipment, and materials of the trade or trades to which assigned;
- As assigned, ability to operate a motor vehicle;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of experience in maintenance or mechanical work under the supervision of a skilled trades worker or completion of an appropriate two-year technical school course.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

NOTE:

Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and nights.