

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: DECEMBER 23, 2016

GENERAL REPAIR PERSON

DISTINGUISHING FEATURES OF THE CLASS: This is skilled building maintenance work requiring a good knowledge of more than one trade. General instructions are received regarding what tasks are to be performed permitting considerable leeway for planning technical details of each assignment. Under general supervision, performs skilled work involving one or more trades. Supervision responsibilities are assigned when required. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Repairs and refinishes desks, tables, chairs and other furniture;
2. Cleans and paints walls, woodwork, and floors;
3. Repairs and plasters ceiling and walls, builds partitions, constructs cupboards and doors;
4. Inspects, installs and replaces other piping, radiator traps, valves, gauges, pumps and other accessories and fittings;
5. Repairs and replaces plumbing fixtures, water lines, and drains;
6. Replaces lightbulbs, fuses and fixtures and makes electrical installations, replaces window glass and cords, repairs window frames; installs and hangs doors;
7. Supervises assigned employees required to accomplish duties in this field;
8. Performs general grounds maintenance activities including shoveling and plowing snow;
9. Operates power equipment hand tools and testing equipment;
10. Maintains equipment and the maintenance shop;
11. Performs routine maintenance and service on HVAC systems;
12. Drives between county buildings and facilities to perform duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of the common practices, materials and tools, terminology and safety precautions of more than one standard trade; working knowledge of HVAC systems; building maintenance skills; ability to work from plans and specifications and to follow rough sketches and oral directions; ability to rig and work from swinging scaffolds; ability to follow directions; ability to lift at least fifty (50) pounds; good motor and hand and eye coordination; manual dexterity; initiative and resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND** three (3) years of full-time paid experience in building construction or maintenance work involving at least two (2) of the standard trades, such as plumbing, carpentry, electrical, HVAC, painting, masonry, etc.

NOTE: Full-time successful post-high school vocational training in the required fields or advanced education in a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, can be equated to the required experience. Six (6) months of education or training, 30 credit hours, equals six (6) months of experience.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State Motor Vehicle License to operate vehicles used in this field at time of appointment and throughout the duration of employment.
2. For appointment at the Sheriff's Office a nominated candidate must pass a background check.