

FACILITIES AND OPERATIONS WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine building maintenance and repair work and grounds keeping for a school district. The incumbent is also responsible for the safe and economical operation of a motor vehicle in the delivery of mail, supplies and materials. The work is performed in accordance with well established procedures with limited leeway allowed for determining and carrying out the details of the work. Supervision is received by the Director of School Facilities and Operations or another higher level designated employee. Supervision of others is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs routine building maintenance and repair work, including plumbing, masonry, carpentry, electrical or other building maintenance functions;

Performs grass cutting and other grounds maintenance activities on school grounds;

Operates grounds keeping machinery and equipment and performs minor maintenance to grounds keeping equipment;

Performs snow and ice control activities, operating snowplows and other equipment or shoveling as needed;

Operates a motor vehicle delivering mail and packages from post office and/or central office to schools;

Repairs windows, doors, floors, walls and other parts of buildings;

Performs interior and exterior painting where quantity rather than fine quality of work performed is the principal object;

Makes special deliveries as assigned;

Performs troubleshooting maintenance and repair tasks;

May deliver and/or dispense supplies to offices as required;

May respond to emergency calls on a 24-hour a day basis;

May perform routine daily water testing duties, record results, adjust chlorine and complete NYSDOH report monthly.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of building maintenance and building repair procedures and grounds keeping; good knowledge of vehicle and traffic laws as related to the

operation of automotive equipment; working knowledge of safety precautions necessary in the performance of the work; ability to follow both oral and written directions; ability to perform maintenance work in a variety of trades; ability and willingness to perform routine manual tasks; willingness to respond to emergencies and work under adverse weather conditions; manual dexterity; mechanical aptitude; initiative; tact; good judgment.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid, or its' part-time equivalent, work experience performing general building construction, building maintenance and grounds keeping duties; **OR**

B. Three (3) years of full-time paid, or its' part-time equivalent, work experience performing general building construction, building maintenance and grounds keeping duties.

Special Requirement 1: Incumbent must possess and continuously maintain throughout the duration of employment in this title a valid New York State Driver's License applicable to the vehicles operated.

Special Requirement 2: For New Paltz Central School District only: Incumbents may perform routine water tests and record results daily for the Lenape School to determine daily water consumption, chlorine usage and refill chlorine as needed. The incumbent records all results and completes a NYSDOH Water System Operation Report monthly. An incumbent performing these duties must possess valid certification as a Water Treatment Plant Operator relative to the municipality's facility type issued by the New York State Department of Health under Part 5 of the State Sanitary Code, and must maintain certification during the course of employment.

ULSTER COUNTY
3102 FAC OP WKR
Classification: Non-Competitive
OA

Adopted: August 3, 2006
Revised: September 22, 2017