

Jurisdictional Class: Competitive
Non-Competitive for County Service and Schools
EEO Category: Service/Maintenance
Revised: 09/29/2025

BUILDING MAINTENANCE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position that performs routine manual work in repair, maintenance, or cleaning activities. The work may be performed as part of a highway or building crew. The work requires physical endurance, and willingness to perform routine and often strenuous tasks under various work conditions. Employees work under direct supervision with little opportunity for independent effort. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in the maintenance of roads or the cleaning and minor maintenance of buildings;
Assists in the preparation and spreading of hot and cold patch material;
Assists in the upkeep of grounds by mowing lawns and athletic fields, trimming shrubbery, and caring for flower beds;
Assists with repairs to plumbing, steam lines, electric wiring, equipment, furniture, doors, windows, hardware, and varied mechanical equipment and machinery;
Cuts defective spots in roads and fills with hot and cold patch;
Clears roads and bridges of leaves and refuse;
Mops and waxes floors and washes windows and walls;
Participates in snow removal activities and sanding of icy roads;
Assists more skilled maintenance personnel in their activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Willingness and ability to perform routine heavy manual work; ability to work outdoors in all types of weather conditions or perform routine cleaning activities efficiently and effectively; ability to lift heavy weights; physical endurance; reliability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) One (1) year of experience in custodial, building maintenance, or grounds maintenance activities.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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Adopted: 03/02/1982

Revised: 04/02/1996, 07/19/1999, 04/07/2000, 06/22/2001, 05/29/2018, 10/09/2019, 10/31/2023,
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Non-Competitive classification was approved to include ALL School District service (#2025-013 – NYSCSC 09/10/2025 and NYSDOS 09/29/2025)

Oneida County Civil Service