

Taconic Hills Central School District

73 County Route 11A, Craryville, New York 12521 518-325-2800

VACANCY NOTICE

POSITION(S):	Maintenance Worker
POST DATE:	May 1, 2017
HOURS:	Saturday-Wednesday, 3:00 pm to 11:00 pm (second shift)
ASSIGNMENT:	Buildings & Grounds Department
RATE OF PAY:	\$23.61 per hour, plus \$.70 per hour shift differential
QUALIFICATIONS:	per Columbia County Civil Service Job Specifications Candidates with experience in welding, carpentry, plumbing, electrical, and HVAC preferred. EPA 608 refrigeration certification a plus.
START DATE:	July 1, 2017

Applications and email notes of interest are to be directed to: Melissa Layman, Human Resources Coordinator at mLAYMAN@taconichills.k12.ny.us

- 1. Due Date:** on or before May 12, 2017 at 12:00 p.m. or until filled.
- 2. Questions regarding this position are to be directed to:** Nick Smith, Superintendent of Buildings & Grounds

NOTE: All employees hired must have electronic fingerprint clearance through the NYS Education Department prior to employment. A required fee of \$102.00 must be paid by debit or credit card directly to the vendor.

Approved by Dr. Neil L. Howard, Jr., Superintendent of Schools

MAINTENANCE WORKERS

(HUDSON HOUSING AUTHORITY & SCHOOLS, etc.)

DISTINGUISHING FEATURES OF THE CLASS: The work of this position, involves the responsibility for performing rough or semi-skilled mechanical tasks in connection with the maintenance and repair of buildings, equipment and grounds of County buildings/school buildings. General instructions are given regarding routine jobs or new or unusual assignments. The work is performed under general supervision with spot checks, and inspection upon completion. The Maintenance Workers report to the Maintenance Foreman or Supervisor of Maintenance. Candidate is expected to perform related duties, as required.

TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)

- Performs semi-skilled work in carpentry, electrical, painting, masonry, plumbing and landscaping;
- Repairs windows, doors, floors, walls and other parts of a building;
- Performs preventative maintenance on boilers, pumps, motors, heaters, pipe lines, valves and fans;
- Performs a variety of grounds-keeping activities including snow removal;
- Assists in the installation and maintenance of a wide variety of electrical fixtures and equipment;
- Makes preparations for painting and refinishing of wood, metal and other surfaces;
- Works on plumbing equipment and systems;
- Keeps records and makes reports of buildings maintenance and all repair activities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of practices, tools and materials used in the maintenance and repair of buildings; equipment and all the safety precautions of doing such work; ability to follow verbal and written instructions; good hand and eye coordination; manual dexterity; mechanical aptitude and good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of training and experience in one or more of the mechanical or construction trades or continuous experience in janitorial type services.

REVISED BY CIVIL SERVICE COMMISSION 6/11/93

ADOPTED BY COLUMBIA COUNTY CIVIL SERVICE COMMISSION JULY 13, 1993

NON-COMPETITIVE

AMENDED BY THE COLUMBIA COUNTY CIVIL SERVICE COMMISSION ON DECEMBER 8, 2015 TO ALLOW QUESTAR III TO UTILIZE THIS POSITION – NON- COMPETITIVE (PENDING CLASSIFICATION WITH THE STATE).

Amended by Columbia County Civil Service Commission February 14, 2017