



**LIVINGSTON COUNTY
CENTRAL SERVICES OFFICE**
Livingston County Government Center
6 Court Street, Room B02
Geneseo, New York 14454

Telephone: (585) 243-7500
Fax: (585) 243-7158

David W. Allen
Buildings & Grounds Supervisor

FOR: General Posting
FROM: David W. Allen, Supervisor
DATE: June 7, 2010
RE: Building Maintenance Person @ CNR
\$12.95/Per Hour – SG 7

STATEMENT OF DUTIES:

This is semiskilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a journey level worker. In either case, although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journey level techniques for any considerable portion of the time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. General instructions are received and work is performed under immediate or general supervision, depending upon the nature of the task. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. One year of full-time, paid experience on the journey level in one of the recognized skilled trades; or
- B. Three years of full-time paid experience in either general building construction or maintenance work in one of more of the standard building trades, such as carpentry, plumbing or electrical; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL QUALIFICATIONS:

Ability to lift and carry a minimum of fifty pounds.

Possess a valid New York State driver's license at the time of appointment and maintain this license throughout employment.

ALL APPLICANTS MUST INCLUDE THEIR QUALIFICATIONS FOR THE POSITION IN THEIR APPLICATION.

ANY PERSON WHO MEETS THE QUALIFICATIONS AND WISHES TO BE CONSIDERED FOR THIS VACANCY MUST SUBMIT A COMPLETED APPLICATION WITHIN SEVEN (7) CALENDAR DAYS OF THE ABOVE ANNOUNCEMENT DATE TO THE LIVINGSTON COUNTY PERSONNEL OFFICE.

LIVINGSTON COUNTY RESIDENTS WILL BE GIVEN FIRST PREFERENCE

LIVINGSTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER