

Cohoes Housing Authority

Administrative Building
100 Manor Sites
Cohoes, New York 12047

Telephone: (518) 235-4500
Fax: (518) 235-8120

Date: December 28, 2018

From: Katherine Oliver
Executive Director

RE: F/T Building Maintenance Worker

The Cohoes Housing Authority is seeking a F/T Building Maintenance Worker for 40 hours per week with a starting pay of \$46,072.00 per year. Duties involve the responsibility for independently performing a variety of mechanical and other building maintenance tasks. Performs semi-skilled work in masonry, carpentry, electrical or painting; Repairs windows, doors, floors, walls and other parts of buildings. Health benefits package offered. Visit www.cohoeshousing.org to review the full civil service job description and acceptable experience and training for the position. Position is provisional pending Civil Service approval. Resume's must be submitted to koliver@cohoeshousing.org and clearly marked "Building Maintenance Worker" in the subject line. Resumes will be accepted until 4PM on January 11, 2019.

BUILDING MAINTENANCE WORKER

GENERAL STATEMENT OF DUTIES: Performs a variety of semi-skilled building repair and maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks or for serving as a helper to a journeyman tradesman. In either case, although a working knowledge of one or more trades is necessary, a maintenance worker does not utilize the more skilled journeyman techniques for any considerable portion of his 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.

EXAMPLES OF WORK: (Illustrative only)

Performs semi-skilled work in masonry, carpentry, electrical or painting operations;
Helps to install and repair wiring systems and electric fixtures and equipment;
Repairs windows, doors, floors, walls and other parts of buildings;
Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;
Helps to install and repair general plumbing equipment, such as sinks, toilets and baths;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
Mixes plaster and concrete and assists in laying brick, plastering walls, finishing concrete work, etc.;
Operates trucks, automobiles, air compressors, and other motorized equipment;
Takes part in general grounds maintenance activities;
Serves as general handyman, performing a variety of semi-skilled duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern buildings and grounds maintenance and repair practices; knowledge of the practices and techniques of one or more of the standard trades; mechanical aptitude; industry; good physical condition; dependability; manual dexterity.

ACCEPTABLE EXPERIENCE AND TRAINING:

(A) Two years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, electrical.

B) One year of satisfactory experience as a Building Maintenance Helper.

SPECIAL REQUIREMENT:

Possession of a valid NYS Drivers License.

Updated 7/02