

GROUNDS & MECHANIC'S HELPER

DISTINGUISHING FEATURES OF THE CLASS: The work primarily involves assisting in the maintenance of grounds of public properties. An incumbent also assists a skilled automotive mechanic in the overhaul and repair of automotive equipment and may perform various building cleaning and maintenance tasks. The work is performed under general supervision. A Grounds & Mechanic's Helper does related work as required.

TYPICAL WORK ACTIVITIES:

- Lays out, lines, prepares, and maintains athletic fields in accordance with sport rules including baseball, softball, football, and soccer fields;
- Cuts lawns using hand mower and power mower;
- Trims and edges around walks, flower beds, shrubs, and walls using clippers and edging tools;
- Prunes shrubs and trees to shape and improve growth using shears;
- Sprays lawns, shrubs, and trees with fertilizer or insecticide;
- Rakes and burns leaves and cleans or sweeps up litter;
- Shovels snow from walks and driveways and spreads salt on public passageways;
- Operates tractor, using specific attachments to till, cultivate, plow, mow, and grade grounds areas;
- Cleans out drainage ditches and culverts;
- Performs general building cleaning and maintenance tasks;
- Helps to install and repair wiring systems and electric fixtures and equipment;
- Repairs windows, doors, floors, walls, and other parts of buildings;
- Helps to install and repair general plumbing equipment such as sinks, toilets, and baths;
- Assists in cleaning and repairing boilers, pumps, heaters, pipelines, valves, and traps;
- Opens, closes, and checks buildings, windows, locks, and doors;
- Dismantles machinery and equipment preparatory to major repairs;
- Lubricates automotive equipment;
- Assists a skilled mechanic and individually performs repair work in connection with repair, maintenance, and overhauling of motor equipment;
- Independently executes minor repairs;
- May test drive vehicles to insure proper performance after repair;
- May operate a school bus on a regular or substitute basis.

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

Working knowledge of grounds and buildings maintenance practices; working knowledge of standard automotive repairs and preventive maintenance practices; mechanical aptitude; ability to follow oral and written instructions; good motor and hand and eye coordination; manual dexterity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: One (1) year experience in general buildings and grounds maintenance or repair or automotive repair.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possession of an appropriate class New York State Motor Vehicle Operator's license.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/26/02