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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : MAINTENANCE HELPER**  
**Code: 840182 6JC**  
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**Non-Competitive**

**GENERAL STATEMENT OF DUTIES**

Assists in performing a variety of routine maintenance and repair tasks; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under direct supervision, the incumbent serves as an apprentice or helper to higher-ranking maintenance personnel. The work is carefully reviewed for accuracy and completeness.

**TYPICAL DUTIES**

1. Assists in making electrical, heating, plumbing, masonry, carpentry, painting, and roofing repairs.
2. Performs a variety of semi-skilled and unskilled work.
3. Carries tools and supplies to work areas.
4. Keeps working tools, equipment and work area clean and in good condition.
5. Assists in planting and maintaining shrubs, trees, and grass.
6. Mows lawns, rakes leaves, and performs other ground maintenance work.
7. Assists in snow removal activities.
8. Assists in making and repairing signs.
9. Assists in operating a variety of automotive and maintenance equipment.
10. Moves desks, file cabinets, and other furniture.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of the methods and procedures used in buildings and grounds maintenance.
2. Ability to care for and use tools and equipment needed to perform a variety of semi-skilled maintenance and repair activities.
3. Ability to understand and follow oral and written directions.
4. Ability to perform manual labor for extended periods of time.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

There are no formal education or experience requirements.

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