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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROJECT LEAD MAINTAINER
Code: 840191 6JL
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Performs, and may supervise a variety of highly skilled tasks involved in large-scale building renovation and maintenance activities for BOCES; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of judgment and considerable skill in performing a variety of activities in several building trades, and the incumbent may supervise a small crew of Project Maintainers. Incumbents perform renovation duties, at the journey level, for a minimum of fifty percent of the normal work time.

TYPICAL DUTIES

1. Installs all electrical equipment, such as transformers, panels, wires, and fixtures.
2. Installs heating, ventilation, and air conditioning equipment.
3. Installs entire ceilings, walls, floors, doors, windows, and mouldings.
4. Installs various equipment in occupational education areas.
5. Installs fire alarm systems.
6. Operates pneumatic drill to break up concrete floors; buries and installs various underground lines from point of entry; mixes and pours cement to repair floors.
7. Supervises a small crew of Project Maintainers, as required.
8. Disconnects and disposes of all existing electrical, heating, and plumbing equipment.
9. Demolishes and disposes of existing interior walls, ceilings, and flooring materials.
10. Operates fork lift to unload and store materials and supplies.
11. Spackles and paints walls and ceilings.
12. Performs general maintenance work and laboring tasks, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES

1. Thorough knowledge of the methods, materials, and equipment used in the building trades.
2. Knowledge of hazards and safety precautions related to the work.
3. Skill in the use and care of tools and equipment.
4. Ability to perform large-scale renovation work that encompasses installation activities in several building trades.
5. Ability to supervise subordinate personnel.
6. Ability to operate motorized equipment.

7. Ability to work from sketches, plans, and blueprints.
8. Ability to follow oral and written instructions.
9. Ability to perform general building maintenance and laboring activities.
10. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of eighth-grade education
and

Eight years of satisfactory experience performing specialized and/or general building maintenance and repair, and/or interior building renovation work.

NOTE: Graduation from a vocational or trade school may be substituted for two years of the required work experience outlined above.

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