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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROJECT MAINTAINER
Code: 840194 6JO
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Non-Competitive

GENERAL STATEMENT OF DUTIES

Performs a variety of highly skilled tasks 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 skill and judgment in performing a variety of renovation tasks in several building trades. 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. Disconnects and disposes of all existing electrical, heating, and plumbing equipment.
8. Demolishes and disposes of existing interior walls, ceilings, and flooring materials.
9. Operates fork lift to unload and store materials and supplies.
10. Spackles and paints walls and ceilings.
11. Performs general maintenance 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 the 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 operate motorized equipment.
6. Ability to perform general building maintenance and laboring activities.
7. Ability to follow oral and written instructions.
8. Ability to establish and maintain effective working relationships with associates.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of eighth-grade education
and

Seven years of satisfactory experience performing specialized and/or general building maintenance and repair 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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