

New York State Department of Civil Service
Division of Classification & Compensation

Occ. Code 7202190

Maintenance Assistant (Parks), Grade 9

Brief Description of Class

Maintenance Assistants (Parks) perform semiskilled maintenance and repair work on structures and equipment, operate a variety of power-driven mechanical equipment, and maintain and clean grounds in a State park, or park region, or campground.

Distinguishing Characteristics

Maintenance Assistant (Parks): non-competitive; as a semiskilled employee, performs the more routine, repetitive maintenance, installation, and repair activities in one or a combination of trade areas such as carpentry, electrical, plumbing, masonry, and mechanical repair.

To support classification, incumbents must spend at least one third of their working time performing such semiskilled maintenance activities. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Maintenance Assistants (Parks) work under the supervision of a skilled trades or supervisory maintenance position; in turn, they may supervise Facility Operations Assistants 1 and other relatively unskilled workers in performing manual tasks involving elementary skills.

Related Classes

There are a number of other specialized Maintenance Assistant classes having parenthetical designations describing the predominant trade areas to which the incumbent is assigned including electrician, mason and plasterer, painter, and plumber and steamfitter. Although incumbents of such classes may perform tasks normally associated with more than one trade, most of their time is spent performing tasks typical of the trade indicated by the parenthetical designation.

Incumbents of Maintenance Assistant positions without a parenthetical designating a trade specialty are usually found in relatively small maintenance staffs where such specialization is not desirable, or in large maintenance pools where specialization is not

efficient. However, incumbents may be assigned to tasks such as those described for any of the specialized positions of Maintenance Assistant.

Maintenance Assistant is distinguished from Facility Operations Assistant 1 by the latter's performance of relatively unskilled tasks in direct support of semiskilled and/or skilled trades positions. Such tasks involve a limited use of the tools and equipment of the trade under very specific instruction and supervision of either a Maintenance Assistant or a journey-level tradesperson.

Critical distinctions between Maintenance Assistant (Parks) and journey-level classes, such as Trades Generalist, Trades Specialist (Machinist), and Trades Specialist (Painter), are the latter's performance of skilled work and responsibility for the planning, layout, design, and supervision of maintenance and repair projects, diagnosis and correction of mechanical or structural problems, performance of all tasks using all tools of a particular trade, and the incumbent's completion of an apprenticeship or equivalent program for journey-level trades.

Illustrative Tasks

Maintenance Assistant (Parks) performs a variety of semiskilled carpentry, painting, electrical, plumbing, roofing, and related work in maintaining, repairing and constructing a wide variety of park structures, roads and other facilities, including but not limited to the following activities:

- Performs many of the manual tasks of the carpentry trade but generally is not required to plan and lay out structural construction. Typical activities performed include repairing doors, window sash, storm windows, locks and other door hardware, stairs, railings and furniture; the building of forms for concrete work; erecting and moving partitions; erecting, renovating, or demolishing buildings and structures; and operating shop machinery in making such items as bookcases, shelving, wooden signs, benches, and tables.
- Paints interiors and exteriors not requiring fine finish or decorative treatment, paints equipment, and spray paints, cuts glass, and replaces broken panes.
- Repairs and rebuilds metal and builds up roofs.
- Performs the more routine repetitive tasks of the electrical trade such as working lineman, laying and repairing electric cable, installing switches and light fixtures, replacing brushes on electric motors and doing general wiring, and replacing light bulbs and fluorescent tubes.
- Performs routine plumbing tasks involving either replacement and repair, or installation work, with the layout provided by a supervisor. Tasks include cutting,

fitting, and threading pipe; removing existing pipes and fixtures; locating and unplugging stoppages; and repairing leaks in lines.

- Performs masonry work including pointing up brick and stone, patching plaster walls, setting tile, and laying brick or stone.
- Operates and performs preventative maintenance including lubrication, and minor adjustments on a variety of power-driven mechanical equipment including trucks, tractors, mowers, and power saws.
- Performs grounds maintenance and cleaning activities including seeding and maintaining grass areas; planting and transplanting shrubs and flowers; collecting and disposing of refuse and litter from campgrounds, picnic sites, and other park areas; and clearing and maintaining trails.
- Under the supervision of a park superintendent or conservation recreation facility supervisor and following explicit written and oral instructions, may operate and maintain a small campground or park performing the maintenance activities as described above, and supervising a small staff in performing a variety of laboring tasks.

Independence of Operation

Maintenance Assistants (Parks) are usually supervised by a higher-level trades position, such as Trades Specialist (Carpenter), Trades Generalist, or other journey-level supervisor, park and parkway supervisor, or a park superintendent, or conservation recreation facility supervisor who determines work priorities, defines the nature and extent of work to be performed, provides instructions and direction, provides resources for work projects, lays out and plan projects, assists in performing the more difficult tasks, trains staff in skilled work activities, evaluates performance, and inspects work in progress and upon completion. Maintenance Assistants (Parks) may perform the activities of this class with considerable independence when supervision is not available and are expected to perform routine activities with considerable independence.

Communication

The nature of a Maintenance Assistant's (Parks) activities generally restricts relationships to employees working within the same organizational unit. However, on occasion, incumbents may be called on to answer routine questions of park patrons concerning such matters as the location of park facility and activity areas and explaining park rules and regulations. Incumbents may supervise a small maintenance crew, usually on a seasonal basis. Such relationships are characterized by frequent oral

communications in assigning work and providing instructions. Written communications with the general public are not typical of this class.

Although incumbents may have frequent verbal communication with others, involvement with others is not a factor in determining their classification.

Supervision Exercised

A Maintenance Assistant (Parks) may supervise work crews of relatively unskilled workers by making assignments, giving instructions, and aiding in performing tasks.

Minimum Qualifications

Non-competitive: Two years of full-time experience in maintenance or mechanical work under the supervision of a skilled tradesperson; OR completion of an appropriate two-year technical school course at a school, institute, or branch of the Armed Services, such as the New York State Civil Service Employees Association-Partnership Applied Skilled Trades Certificate Program*; or an equivalent combination of experience and training gained by completion of appropriate technical courses at a school, institute, or branch of the Armed Services..

*Successful completion of the NYS CSEA-P Applied Skilled Trades Certificate Program includes a total of 288 hours of trade-specific classroom instruction, 45 hours of technical math course work, 45 hours of technical communications course work, and 15 hours of blueprint/schematic reading course work. It does not include 4,000 hours of on-the-job training, as required for the NYS CSEA-P Applied Skilled Trades Traineeship.

When required to operate motor vehicles, candidates must possess a valid New York State driver's license appropriate for the type of vehicle to be operated.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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