

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 3010000

Facility Operations Aide 1, NS

Brief Description Of Class

Facility Operations Aides perform a variety of custodial, special events, and building and grounds maintenance duties related to the operation and maintenance of buildings, the surrounding grounds, and the vehicles and equipment used in maintaining the sites.

The positions are located in various State agencies.

Illustrative Duties

- Cleans buildings, facilities, and restrooms, and restocks supplies.
- Sweeps, vacuums rugs, dusts furniture, and strips and waxes floors using manual and mechanical equipment.
- Sets up and breaks down chairs, podiums, and equipment for various events.
- Loads and unloads furniture, equipment, and freight; and moves furniture and equipment.
- Picks up, removes, and disposes of hazardous articles from floors and equipment.
- Performs routine maintenance and repair of buildings, facilities, and surrounding grounds.
- Performs general maintenance activities such as collecting and disposing of trash, mowing lawns, and remove snow by shovel or powered snow removal equipment.
- Plans and prepares meals, following dietary restrictions.
- May provide visitors with information regarding attractions, office locations, and the facility's rules and regulations.

- Washes and folds laundry; and changes bed linens.

Minimum Qualifications

Demonstrated ability to perform assigned tasks and follow instructions.

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 the work that might be appropriately performed by a class. The minimum qualifications above are those 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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