

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

Occ. Code 7202130

Maintenance Assistant (Mason and Plasterer), Grade 9

Brief Description of Class

Maintenance Assistants (Mason and Plasterer) perform semiskilled masonry and plastering work in the construction and repair of buildings and structures, including the use of a variety of masonry materials, such as brick, stone, plaster and concrete.

Distinguishing Characteristics

Maintenance Assistant (Mason and Plasterer): non-competitive; as a semiskilled employee, performs the more routine, repetitive maintenance, installation, and repair tasks in the masonry and plastering trades. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Maintenance Assistants (Mason and Plasterer) 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 in which the incumbent is assigned including carpenter, plumber and steamfitter, painter and electrician. 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 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 or

skilled trades positions. Such tasks are performed under very specific instructions and supervision of either a maintenance assistant or a journey level worker.

Critical distinctions between the Maintenance Assistant (Mason and Plasterer) and Trades Specialist (Mason and Plasterer) are the latter's responsibility for planning and laying out work on a project basis, and the supervision of a work crew of Maintenance Assistants, Facility Operations Assistants 1 and occasionally other Trades Specialists (Mason and Plasterer).

Illustrative Tasks

Lays building materials such as stone, brick, concrete, cinder block and the like to construct or repair walls, partitions, utility manholes, firebrick lining in furnaces, and chimneys.

- Assists in erecting and moving scaffolds.
- Mixes mortar of specified temper by hand or by use of a mixing machine.
- Spreads mortar on working surface and to block or stone and positions and aligns the block using a plumb bob, gauge line, and level.
- Removes excess mortar from face of block and finishes mortar between blocks with pointing tool or trowel.
- May clean finished walls by use of water or chemicals.
- Points old brick or blockwork.

Assists in smoothing and finishing surfaces of poured concrete floors, walls and sidewalks to specified texture.

- Mixes concrete of specified temper by hand or using a mixing machine.
- Spreads concrete to specified depth.
- Levels and smooths fresh poured concrete according to specifications by use of straight edge and float.
- Chips, grinds, or rubs concrete surface to remove bulges and rough spots, and patches defects with cement mortar.
- May cover concrete with curing mats and sprinkles concrete with water to prevent rapid drying.

Applies ceramic tiles to walls, floors, and ceilings following oral or written instructions.

- Prepares surface by removing damaged tiles or applies plaster or concrete base.
- Spreads adhesive base on surface.
- Cuts, shapes, and applies tile to surface according to specifications.

Applies coats of plaster to repair walls and ceilings following oral and written instructions.

- Mixes plaster to specified consistency.
- Removes broken or loose plaster and otherwise prepares surface.
- Applies scratch coat and finished coats of plaster to specified thickness and texture.

Independence of Operation

Maintenance Assistants (Mason and Plasterer) are usually supervised by a higher-level trades position, such as Trades Specialist (Mason and Plasterer) who determine work priorities, define the nature and extent of work to be performed, provide instructions and direction, provide resources for work projects, layout and plan projects, assist in performing the more difficult tasks, train staff in skilled work, activities, evaluate performance, and inspect work in progress and upon completion. Maintenance Assistants (Mason and Plasterer) 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 (Mason and Plasterer) activities generally restricts relationships to employees working within the same organizational unit and to individuals for whom the State has custody or responsibility assigned to projects or work units. Such relationships are characterized by frequent oral and written communication in assigning work, providing instructions, and exchanging information. Written and oral communications with the general public are not typical of this class.

Supervision Exercised

A Maintenance Assistant (Mason and Plasterer) may supervise work crews of relatively unskilled workers and/or individuals for whom the State has custody or

responsibility by making assignments, giving instructions, and aiding in performing tasks.

Minimum Qualifications

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