

# **New York State Department of Civil Service**

DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 3010005***

## **Facilities Operations Aide 2, NS**

### Brief Description of Class

Facilities Operations Aides 2 use hand and power tools to assist in semiskilled maintenance and repair work on structures and equipment.

### Illustrative Tasks

- Operate machine tools, including, lathes, shapers, milling machines, metal cutting saws, planers, and radial drill presses to manufacture metal items, such as large bushings and special bolts, and perform the less difficult machine operations, such as threading bolts and cutting keyways.
- Assist in repairing, maintaining automotive and mechanical equipment by performing activities such as adjusting brakes, replacing wheel bearings, performing minor body work, and replacing various components.
- Assist in performing routine replacement and repair of plumbing and steamfitting equipment and installation of new equipment, according to layouts provided by the supervisor, by cutting, fitting, and threading pipe; removing existing pipes and fixtures; repairing and adjusting water mixers, thermostats, and other fixtures; locating and unplugging stoppages; repairing domestic steam equipment such as steam tables, dishwashers, and laundry equipment; repairing leaks in steam and water lines; overhauling vacuum pumps; and insulating steam lines.
- Aid in cutting, welding, and brazing metal materials and equipment; manufacturing standard items of sheet metal ware such as pails, dippers, and garbage cans; and maintaining and erecting signs.
- Assist in performing semiskilled carpentry activities including repairing doors, windows, and furniture.
- Help operate and maintain heating and hot water equipment by replacing parts, and clean equipment and fireboxes.

- Assist in semiskilled masonry repairs and installation activities such as pointing up brick and stone work; patching plaster walls; setting tiles; laying brick and stone; and finishing concrete work.
- Assist in installing and repairing metal, slate, shingle, and built-up roofs.
- Assist in performing interior and exterior painting; staining and finishing wood and furniture; installing wallpaper.
- Assist in performing routine tasks of the electrical trade, including repairing electrical equipment such as overhead door motors, vacuum cleaners, electric ranges, and other appliances; replacing parts; laying and repairing electrical cables and wires; installing and maintaining lighting fixtures.

### 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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