

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

***Occ. Code 7202000***

**Maintenance Assistant, Grade 9**

Brief Description of Class

Maintenance Assistants use hand and shop tools to perform semiskilled maintenance and repair work on structures and equipment. Although positions in this class are found in many State agencies, most positions are assigned to agencies which operate and maintain buildings and other structures and facilities, recreational facilities, roads, and equipment.

Distinguishing Characteristics

Maintenance Assistant: non-competitive; as a semiskilled employee, performs the more routine, repetitive maintenance, installation, and repair tasks in one or a combination of the mechanical, building construction, motor equipment, and electrical trades. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Maintenance Assistants 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.

Typically, Maintenance Assistants, without a parenthetic designating a trade specialty, are classified for relatively small maintenance staffs where specialization is not desirable or for large maintenance pools where specialization is not efficient. Positions in these work settings may perform activities and tasks typical of a variety of trade specialties. By comparison, Maintenance Assistants with a parenthetic designation, such as Carpenter, Mechanic, or Painter, usually spend most of their work time performing tasks typical of the trade indicated by the parenthetic designation, although they may be assigned to perform activities in other trades.

Related Classes

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 the Maintenance Assistant class and journey-level classes, such as Trades Generalist, Trades Specialist (Machinist), Trades Specialist (Sign Fabrication), 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

Operates 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 performs the less difficult machine operations, such as threading bolts and cutting keyways.

Repairs, maintains, and services automotive and mechanical equipment by performing activities such as adjusting hydraulic brakes, replacing wheel bearings, performing minor body work, and replacing components, including starters, fuel pumps, water pumps, mufflers, and gas tanks.

Performs 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.

Cuts, welds, and brazes a variety of metal materials and equipment; manufacturers standard items of sheet metal ware such as pails, dippers, and garbage cans; and assists in maintaining and erecting signs.

Performs semiskilled carpentry activities including repairing doors, windows, window sashes, storm windows, stairs, railings, furniture, locks, and door hardware; operating shop machinery to make and assemble bookcases, shelves, tables, trenches, signs, and modular furniture; erecting and moving partitions; building forms for concrete work; and, under supervision, assisting in erecting and renovating buildings and structures.

Operates and maintains heating and hot water equipment in a small facility by replacing parts, such as filters and pumps; cleaning equipment and fireboxes; replacing and

adjusting components, such as thermostats and points; and checking oil levels in storage tanks.

Assists in repairing and maintaining locks by making keys; changing lock combinations; opening locks when keys are not available; installing locks; and cleaning and repairing locks.

Performs semiskilled masonry repairs and installation activities such as pointing up brick and stone work; patching plaster walls; setting tiles; laying brick and stone; finishing concrete work; replacing fire brick in boilers; and operating equipment including mixers and concrete block machines.

Repairs, rebuilds, and assists in installing metal, slate, shingle, and built-up roofs.

Assists in painting and decorating work by performing interior and exterior painting not requiring fine finish or decorative treatment; staining and finishing wood and furniture; painting equipment; installing wallpaper; and spray-painting surfaces and equipment.

Performs the routine tasks of the electrical trade, including repairing electrical equipment such as overhead door motors, vacuum cleaners, electric ranges, and other appliances; replacing brushes on large electric motors; laying and repairing electrical cables and wires; installing and maintaining lighting fixtures, outlets, and switches; and adjusting points and contacts on electrical equipment.

When deemed necessary by supervisor, Maintenance Assistants may be assigned to other maintenance activities, such as snow and ice control.

May occasionally operate trucks and light construction equipment.

### Independence of Operation

Maintenance Assistants are usually supervised by a higher-level trades position, such as Trades Generalist who determine work priorities, define the nature and extent of work to be performed, provide instructions and direction, provide resources for work projects, lay out and plan projects, assist in performing the more difficult tasks, train staff in skilled work, evaluate performance, and inspect work in progress and upon completion. Maintenance Assistants 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 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.

Although incumbents may have frequent communications with others, the tasks of this class are predominantly thing-oriented and involvement with others is not a factor in determining the classification of positions.

### Supervision Exercised

A Maintenance Assistant 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 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 (NYS CSEA-P) 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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