

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

Occ. Code 7345020

Maintenance Assistant (Plumber and Steamfitter), Grade 9

Brief Description of Class

Maintenance Assistants (Plumber and Steamfitter) perform semiskilled work in the installation, alteration and repair of pipes, fittings, and fixtures of heating, ventilating, heating control, and water and drainage systems.

Distinguishing Characteristics

Maintenance Assistant (Plumber And Steamfitter): non-competitive; performs the more routine, repetitive maintenance, installation, and repair tasks in the plumbing and steamfitting trade. Incumbents may also perform journey-level activities, under supervision, or after receiving detailed instructions, to learn and perfect their skills.

Generally, Maintenance Assistants (Plumber and Steamfitter) 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 carpenter, mason and plasterer, 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 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 (Plumber and Steamfitter) and Trades Specialist (Plumber and Steamfitter) are the latter's performance of skilled work and responsibility for all plumbing and steamfitting work in an assigned area, on an assigned project, or for an entire facility including the planning and laying out of work, estimating quantity and types of materials, and determining the cause of trouble in plumbing and heating systems and equipment. Positions of Trades Specialist (Plumber and Steamfitter) frequently supervise others in performing plumbing and steamfitting work.

Illustrative Tasks

Working from blueprints, drawings, and oral and written instructions, and using standard hand and power tools and shop equipment, performs a variety of semiskilled repair, alteration, and installation activities in the plumbing and steamfitting trade, including:

- Repairs and maintains piping systems by replacing defective pipe by cutting, bending, threading and assembling pipe, and by soldering and caulking leaks and broken pipes.
- Opens clogged drains with plumber's snake or vacuum plunger.
- Replaces worn washers or other parts in leaky valves or taps.
- Cuts passage holes in walls and floors through which pipe is to pass.
- Covers steam lines with thermal insulation.
- Following specifications, repairs and regulates water mixers, thermostats and other fixtures, and repairs steam equipment such as steam tables, dishwashing machines, steam kettles, and laundry equipment.
- Installs pipes, fittings, and fixtures with layout and materials provided by the supervisor.

Independence of Operation

Maintenance Assistants (Plumber and Steamfitter) are usually supervised by a higher-level trades position, such as Trades Specialist (Carpenter) or 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, activities,

evaluate performance, and inspect work in progress and upon completion. Maintenance Assistants (Plumber and Steamfitter) may perform the activities of this class with considerable independence when supervision is not immediately available and are expected to perform routine activities with considerable independence.

Communication

The nature of a Maintenance Assistant's (Plumber and Steamfitter) 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 (Plumber and Steamfitter) 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 plumbing and/or steamfitting work under the supervision of a skilled tradesperson; OR completion of an appropriate two-year technical school course in the plumbing and/or steamfitting trade 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 in plumbing or steamfitting 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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