

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

***Occ. Code 7202170***

**Maintenance Assistant (Roofer and Tinsmith), Grade 9**

Brief Description of Class

Maintenance Assistants (Roofer and Tinsmith) perform semiskilled work in the maintenance, repair, and installation of all types of roofs, and in the fabrication and repair of standard sheet metal and tinware items.

Distinguishing Characteristics

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

Generally, Maintenance Assistants (Roofer and Tinsmith) 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 area in which the incumbent is assigned including carpenter, plumber and steamfitter, mason and plasterer, 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 (Roofer and Tinsmith) and Trades Specialist (Roofing) are the latter's responsibility for the periodic inspection of roofs and roof drainage systems to determine the nature and extent of repair or maintenance work necessary, for planning and laying out work on a project basis, and for the supervision of Maintenance Assistants, Facility Operations Assistants 1 and occasionally other Trades Specialists (Roofing).

### Illustrative Tasks

Repairs and maintains all types of roofs including metal, slate, tile, composition shingle, and built-up roofs.

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- Erects ladders and scaffolds to provide access to the roof.
- Cuts roofing materials to size and punches holes in tile and slate according to specifications.
- Aligns roofing materials and fastens with asphalt cement or nails.
- Cuts strips of flashing and fits them into angles formed by vents, chimneys, and intersecting roof surfaces.
- Caulks joints, flashing and brickwork to make them watertight.
- Applies hot asphalt or tar and roofing paper to roofs.
- Removes snow, ice and debris from roofs and roof drainage systems.
- Paints metal areas of roofs.
- Repairs or replaces such roof drainage system components as gutters, and down-spouts.

Fabricates, repairs, and installs a variety of sheet metal-ware, such as heating and ventilating ducts, gutters, down-spouts, and flashing.

- Following written instructions or blueprints, uses shears, breaks, bending tools, and welding and soldering equipment to cut, bend, straighten, and join metal in the fabrication and repair of standard sheet metal items.
- Installs manufactured sheet metal products, using such tools and equipment as punches, electric or hand drills, welding and soldering equipment, and grinders.

### Independence of Operation

Maintenance Assistants (Roofer and Tinsmith) are usually supervised by a higher-level trades position, such as Trades Specialist (Roofing) 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 (Roofing and Tinsmith) may perform the activities of the class with considerable independence when supervision is not available; incumbents are expected to perform the more routine repetitive tasks with considerable independence.

### Communication

The nature of a Maintenance Assistant's (Roofer and Tinsmith) 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 (Roofer and Tinsmith) 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 roofing and tinsmith work under the supervision of a skilled tradesperson; OR completion of an appropriate technical school course in the roofing and tinsmith trade carpentry at a school, institute, or branch of the Armed Services; or an equivalent combination of experience and training gained by completion of appropriate technical in the roofing and tinsmith trade carpentry courses at a school, institute, or branch of the Armed Services.

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.

9/2020

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