

# Greene County Human Resources Department

## Job Announcement – MAINTENANCE HELPER

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**HOURLY RATE: \$14.46 (Grade 5, Step 0)**

This is routine work requiring the performance of simple repetitive tasks related to the activities of building, cleaning, ground maintenance and general custodial duties in public buildings and its surrounding areas. The duties may involve the operation of motor equipment. The work is performed under general supervision and may require limited exercise of supervision of subordinate laborers. Does related work as required.

### **EXAMPLES OF WORK:** *(Illustrative only)*

- Cleans and maintains public buildings and grounds;
- Mows grass, plants and cares for trees, flowers and shrubs;
- Plows driveways and parking lots and shovels walkways and building entrances and exits for snow control;
- Performs minor routine repairs to building and equipment;
- Performs hard labor in filling ditches and cleaning culverts;
- Delivers supplies and equipment;
- Sweeps, mops and washes floors;
- Performs minor painting, carpentry and plumbing activities;
- Acts as a custodian or watchman in a public building.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of cleaning methods, materials and equipment; Good knowledge of safety precautions and common practices of the construction trade; Ability to follow oral and written directions; Ability to get along well with the public and co-workers; Manual dexterity; Honesty; Reliability; Good judgment; Good physical condition.

**MINIMUM QUALIFICATIONS** Graduation from high school or possession of an equivalency diploma **and** one year of experience as a maintenance helper in any of the trades. Possession of a valid New York State driver's license at the time of appointment.

**Submission of a Greene County employment application is required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

**Applications can be obtained at:**

**<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>**

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or **[hr@discovergreene.com](mailto:hr@discovergreene.com)** **by December 28, 2021.**

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen or face disqualification.