

**ASSISTANT BUILDING MAINTENANCE TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The Assistant Building Maintenance Technician assists the Building Maintenance Technician in performing a variety of skilled tasks in the renovation, repair and maintenance of Town buildings, facilities and structures. Under supervision the work involves carpentry, electrical work and plumbing, masonry, painting or associated activities. The work is performed directly under the supervision of the Building Maintenance Technician. Gradual leeway may be permitted for independent work assignments. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists in renovation of office areas in Town buildings;  
Assists in repair of Town facilities and structures;  
Assists in reconstruction of internal areas of Town buildings;  
Repairs minor electrical problems;  
Repairs minor plumbing problems;  
Assesses repair/renovation project to determine needed supplies, equipment and manpower and acts to secure needed support;  
Supply to the Technician the work records for man-hours, equipment and supplies to provide for "chargeback" of costs;  
Receive instruction in basic activities associated with repair or renovation activities;  
Operates motor vehicle when necessary;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and practices of general carpentry, plumbing, painting, electrical repair, and masonry; ability to operate or use tools, or products used in carpentry, plumbing, painting, electrical repair or masonry work; ability to read and comprehend manuals and literature for the repair of town facilities; ability to evaluate and complete assigned projects and determine needed supplies, tools and manpower; ability to follow direction; neatness; attention to detail; thoroughness; resourcefulness.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and completion of journeyman training in a building trade or related field  
OR

Graduation from high school or possession of a high school equivalency diploma and three (3) years of general experience in one of the above fields with demonstrated ability in all of the above fields.

**SPECIAL REQUIREMENT:** Possession and maintenance of a valid New York State driver's license appropriate to the vehicles operated.

Adopted 10/2/18  
Town of Colonie  
Personnel Officer