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CENTRAL ADMINISTRATION
MONICA LACLAIR, CPA
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ANTICIPATED VACANCY

The Onteora Central School District Building and Grounds Department is accepting applications for a full time Building Maintenance Worker II. Please view the attached job description.

Typical work hours are from 5:30am – 2:00pm

Posting Date: July 9, 2025

Apply By: July 27, 2025

Anticipated Start Date: August 20, 2025

Appointment Status: Building Maintenance Worker II

Salary: Based on experience

Instructions to Apply: Applications can be found at www.onteorak12.ny.us/departments/human-resources or can be picked up at Central Administration.

Please submit applications by July 27, 2025 to Amanda Gates in Central Administration.

If you have any questions, call the B&G Department at (845) 657-6384 or Amanda Gates at (845) – 657-6383


Monica LaClair, Assistant Superintendent for Business

The Onteora Central School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is Stephanie Laffin, Assistant Superintendent for Curriculum and Instruction, 4166 Route 28, Boiceville, NY 12412, email: TitleIX@onteorak12.ny.us. The contact information for OCR is [found here](#).

The District's [Nondiscrimination Policy 6120](#) and [grievance procedure](#) are available in the Onteora School District Policy Manual. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please send an email to TitleIX@onteorak12.ny.us. You may also refer to [Policy 3420](#), [Policy 3421](#), and [Policy 3421.1](#) which can also be found in the District's Policy Manual.

BUILDING MAINTENANCE WORKER II

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for independently performing a variety of mechanical and other building maintenance tasks. Although a working knowledge of one or more trades is necessary, a Building Maintenance Worker II does not utilize the more skilled techniques for any considerable portion of their time. In addition, the work may involve the part-time operation of a truck, automobile or other automotive equipment. General instructions are received and the work is performed under immediate or general supervision, depending upon the nature of the task. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Performs semi-skilled work in plumbing, masonry, carpentry, electrical or other building maintenance functions;

Installs and repairs wiring systems and electric fixtures and equipment;

Repairs windows, doors, floors, walls and other parts of buildings;

Does interior and exterior painting where quantity rather than fine quality of work performed is the principal object;

Installs and repairs general plumbing equipment such as: sinks, toilets, baths and septic systems;

Cleans and repairs boilers, pumps, heaters, pipe lines, valves and traps;

Mixes plaster and concrete and lays brick, plasters walls, finishes concrete work, etc.;

Assists a skilled mechanic in performing repairs to motor equipment;

Takes part in general grounds maintenance activities;

May operate trucks, automobiles, air compressors, and other motorized equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of building maintenance and repair practices; working knowledge of the practices and techniques utilized in one or more of the standard trades; ability to follow oral and/ or written instructions; mechanical aptitude; manual dexterity; conscientious; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Two (2) years of full-time paid experience, or its' part-time equivalent, in general building construction or maintenance work which included experience in one or more of the standard trades such as carpentry, plumbing or electrical work; **OR**
- B. Two (2) years satisfactory completion of a BOCES, or substantially similar, training program which must have included basic carpentry, electrical and plumbing courses; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
0925 BL MT W II
Classification: Non-Competitive
OA

Revised: September 18, 1992
Revised: April 19, 1993
Revised: January 25, 2016