

Jurisdictional Class: Competitive; Non-Competitive in City of Plattsburgh  
Adopted: May 30, 1991  
Revised: June 11, 2010

**PLANT ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This work is unskilled work involving routine recurring tasks in maintaining plant facilities in good order. Assignments are primarily concerned with usual housekeeping tasks in support of the technical staff responsible for the operation and maintenance of power plant equipment. The work is performed according to a schedule under the supervision of technical personnel. The work may involve supervision over temporary or seasonal employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs general cleaning and minor maintenance tasks in the Power System, buildings, equipment, and grounds;

Cleans, sweeps, mops, and washes oily rags;

Mows lawns and maintains grounds adjacent to the building;

Assists trained personnel in the repair and maintenance of Plant equipment and automotive equipment;

Acts as guard, answering telephone calls and reporting unusual activities to proper authorities;

Polishes equipment, greases and lubricates machinery;

Washes motor vehicles, checks air in tires, and oils and greases motor equipment;

Keeps routine records on the use of supplies and parts;

Inspects doors and windows, equipment, and facilities to assure their safekeeping.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of building and grounds cleaning and maintenance activities;

Some knowledge of the duties for a guard;

Ability to keep simple records and make reports;

Ability to understand and follow oral and written directions;

Ability to make decisions in unforeseen circumstances.

**MINIMUM QUALIFICATIONS:** One (1) year of satisfactory experience in either building cleaning or maintenance activities or as a building security guard.