

ASHLAND COUNTY
An Equal Opportunity Employer
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Job Title: **MAINTENANCE WORKER**

County Office: Board of Commissioners

Department: Maintenance

Immediate Supervisor: Building Maintenance Superintendent

Positions Supervised: Inmate Workers, Community Workers

JOB RESPONSIBILITIES:

Under direct supervision, the Maintenance Worker performs routine maintenance and groundskeeping duties.

QUALIFICATIONS:

- Entry level position requiring ability to read and follow written and oral instructions, and
 - Basic knowledge of electrical, plumbing and HVAC
- OR**
- An equivalent combination of education, training and experience
- AND**
- Valid Ohio driver's license and an acceptable driving record
 - Must agree to background check.
 - Physical must be taken (to be paid for by county)

WORKING CONDITIONS:

- Work outdoors and in adverse weather conditions, as required
- Travel between buildings, as required
- Required to use personal protection equipment, when appropriate
- Required to complete training for climbing ladders and using equipment
- Must be able to respond to emergency calls 24 hours a day

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

Overtime:
Non-Exempt (X)

Knowledge of:

- Department practices and procedures*
- Building maintenance requirements and methods*
- Maintenance equipment and procedures*
- Electrical repair methods
- Plumbing repair methods
- HVAC repair methods
- Carpentry and masonry
- Grounds maintenance requirements and methods*

**May be acquired after hire*

Skills and Abilities to:

- Interact with and respond appropriately to employees, contractors and the public
- Develop and maintain an effective working relationship with supervisor and coworkers

% of Time: ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)

50% MAINTENANCE

- Assists in maintenance of buildings, including electrical, plumbing and HVAC
- Assists in installing drywall
- Paints walls, ceilings and building exteriors as needed
- Repairs walls, ceilings and floors
- Performs small cement jobs
- Repairs and cleans windows
- Assists in roof repairs
- Performs preventative maintenance, as needed
- Maintains records of maintenance activities
- Moves furniture and records, as needed
- Assists in installing and maintaining cameras, monitors and other fixtures

45% GROUNDSKEEPING

- Sweeps walkways and picks up trash on property and disposes of it
- Maintains lawn, including mowing, watering, weeding, trimming, raking and spraying
- Plants grass and shrubs
- Cares for shrubs and flowers
- Shovels and moves dirt manually or with tractors
- Cuts trees with chainsaw
- Plows and shovels snow and spreads salt for ice control

5% MISCELLANEOUS

- Oversees work release participants, jail inmate workers and/or trustees
- Performs additional duties and assignments, as required

July 2019

Maintenance Worker