

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Maintenance Worker I

DIVISION: Maintenance Department

CIVIL SERVICE STATUS: Unclassified, FLSA non-exempt

EMPLOYMENT STATUS: FT/Reg

REPORTS TO: Maintenance Supervisor

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously
- Ability to work independently
- Demonstrates regular and predictable attendance

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Performs routine building maintenance work as required, including but not limited to replacing and/or repairing light fixtures, bulbs, ballast; hanging pictures, peg boards; repairing, modifying and/or assembling office furniture, etc.
- Cleans, clears and sweeps exterior walkways, parking lots, porches, steps, etc. of leaves, litter, snow, ice and other debris.
- Collects and loads trash and debris; delivers to established dump sites.
- Cleans and cares for tools and equipment.
- Assists in semi-skilled maintenance, replacement, minor installation and repair of plumbing equipment (water lines, sewer pipes, trap fittings, plumbing fixtures, HVAC).
- Performs occasional landscaping
- Performs carpentry work involving semi-skilled maintenance, alteration and/or repair to buildings, equipment and wooden structures (e.g., doors, windows, walls, woodwork, floors, partitions, stairways, furniture, door closers), performs spot roof repair and installs locks and window air conditioners.
- Assists in painting and/or performs minor painting of fixtures and buildings.
- Assists exterior grounds keeping duties; removes snow and ice from sidewalks and parking lots.

- Moves furniture upon request.
- Deliver goods and supplies to various departments as requested.
- Collaborate with a team of workers and other professionals during renovations and facility expansions.
- Report to maintenance supervisor regarding issues resolved, those needing attention, and those currently in progress.

POSITIONS SUPERVISED:

None

QUALIFICATIONS:

High School Diploma or GED and any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this job. Other requirements include:

- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Can communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.
- Have knowledge of basic methods, techniques and tools used in building and grounds maintenance.
- Understand and have knowledge of applicable safety regulations and precautions
- Have knowledge of basic carpentry, plumbing, and electrical repair techniques.
- Must be able to work independently.
- Must be able to use iPad in conjunction with CMMS.

COMPUTER/TECHNOLOGY /SOFTWARE SKILLS:

iPad – CMMS, Work Order System, Microsoft Word and Excell

EQUIPMENT OPERATED

Miscellaneous power and hand tools, lawn and other small tractors, and other gas-powered devices, tablets, full size truck with trailer.

ADDITIONAL WORKING CONDITIONS/ PHYSICAL DEMANDS

- 24/7 on-call responsibility.
- Evening/weekend assignments may be required.
- May be required to report for disasters, emergencies, drills, exercises or other critical events.
- Travel within the County and to neighboring counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice
- May be exposed to noise, vibration, physical hazards, oil, fumes, odors, dusts, mists, gases or poor ventilation.
- May require working in rough terrain, climbing ladders / steps, and working in confined spaces.
- Requires physical ability for lifting weight up to seventy-five (75) pounds; ability to work for extended periods of time.
- Protective clothing such as gloves and boots may be required.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Driver's License
- Insurability under the County's Motor Vehicle Policy.