

SHELBY COUNTY

Position Description –MAINTENANCE WORKER

Employee Name:	Position Title: Maintenance Worker
Dept./Division: Building & Grounds	Reports to: Maintenance Supervisor
Employment Status:	Pay: Resolution
FLSA Status: Non-Exempt	

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Work experience in building maintenance and repair operations including courses or experience in HVAC systems or equivalent combination of education, training, and experience. The ability and knowledge to effectively operate equipment ranging from small hand tools up to riding mowers.

LICENSURE OR CERTIFICATION REQUIRMENTS:

Valid Ohio Driver’s License and the ability to operate a truck towing a trailer.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Power equipment and tools, sweeper, shampooer, wet-dry vacuum, high speed buffers, riding and hand mowers, bush trimmers, tractors, snow plow, salt spreader, motor vehicles (e.g., cars, trucks, etc.)

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must be able to lift at least 90 pounds. While performing the duties of this job, the employee is required to stand; walk; sit; use hands; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear and/or smell with or without reasonable accommodations.

Performance of duties may require working in varied weather conditions such as extreme cold or hot conditions. The employee is occasionally exposed to wet or humid conditions, moving mechanical parts, fumes or airborne particles & pollens, outside weather conditions, and high level of noise. In the performance of the duties of the Maintenance Worker, there will also be requirement to work in greasy conditions.

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ESSENTIAL FUNCTIONS OF THE POSITION:

1. Performs grounds keeping duties as directed (e.g., removes weeds and trash, hauls trash, cleans fountains, etc.); maintains County lawns, shrubs and trees (e.g., mows grass with riding or hand mowers; fertilizes grounds; trims bushes and shrubs; vacuums leaves, plows and shovels snow; spreads salt for ice control).
2. Operates high speed buffer, power scrubber and vacuums to strip, wax, or buff floors; cleans rooms and offices by washing walls, windows, woodwork, mirrors, and metal surfaces.
3. Performs minor repair and maintenance work (e.g., paints walls, replace doors and other carpentry work); assists with minor HVAC repairs; performs preventative maintenance on various equipment and systems (e.g., plumbing, cleaning filters, etc.).
4. Performs various custodial duties to maintain County buildings (e.g., empties wastebaskets, removes trash, damp wipes and polishes furniture or ledges, wet mop hard surface floors, vacuums, and sanitizes carpets, etc.)
5. Assists Supervisor in other duties (e.g., opens, as requested, and secures County buildings, runs errands, etc.); performs duties of buildings and grounds maintenance supervisor in the absence of the supervisor.
6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions; demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *County policies and procedures, safety practices and procedures; custodial methods and techniques; general construction, maintenance, and repair; proper lifting techniques; snow and ice removal; grounds maintenance and repair; workplace safety; supervisory principles and practices; sanitary practices.

Skills in: carpentry; plumbing; motor vehicle operation; use of bench and /or hand tools; use of mechanics tools and equipment; snowplow operation.

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Ability to: carry out detailed but basic written or oral instructions; recognize unusual or threatening conditions and take appropriate action; determine material and equipment needs; communicate effectively; recognize safety warnings; maintain records according to established procedures; develop and maintain effective working relationships; lift custodial equipment and furniture; operate lawn care equipment; operate maintenance equipment; utilize cleaning materials.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority)

(Date)

(Employee Signature)

(Date)