

Maintenance Worker I

HURON COUNTY COMMISSIONERS, JOB DESCRIPTION

Title: Maintenance Worker I

Status: Classified, full-time, AFSME, Ohio Council 8, Local 710

Job Summary: The Maintenance Worker 1 executes a variety of maintenance/repair tasks ranging from unskilled to semi-skilled and, in some cases, skilled maintenance activities. While this position repairs and maintains buildings, grounds, and equipment, some custodial functions, such as snow removal and trash transport, may also be assigned. The incumbent will be assigned to all Huron County buildings. The incumbent must be willing to work in an on-call and overtime status if the need arises and be willing to be assigned to whatever task arise when it arises. This position reports to the Huron County Operations Director.

Essential Functions:

- Performs maintenance, replacement, minor installation, and repair of plumbing equipment (e.g., water and steam lines, sewer pipes, trap fittings, plumbing fixtures, pumps, regulators, valves, faucets, toilets, sinks, showers, heating and air conditioning, piping, drinking fountains).
- Performs maintenance, replacement, minor installation, and repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, fire alarms, and meters).
- Performs carpentry work involving maintenance, alteration, 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 security devices, locks, and window air conditioners.
- Paints or assists in painting of fixtures, rooms, buildings, signs, and equipment. Patches plaster and prepares surfaces for painting. Performs or assists in masonry work.
- Performs interior custodial duties and exterior grounds-keeping duties when required.
- Ensures that doors are secured at designated times.
- Performs building checks during designated hours.
- Performs routine and scheduled cleaning of County owned facilities to include dusting, vacuuming, scrubbing, sweeping, stripping/waxing, disposal of garbage and recyclable materials.
- Cleans offices, hallways, bathrooms, and other areas within facilities.
- Completes all tasks as assigned in a timely manner.
- Performs other function/duties as requested or assigned.

Required Knowledge and Skills:

- Demonstrated knowledge of construction and safety practices and procedures.
- Ability to work under minimal supervision, but also as part of a team.
- Ability to develop and maintain effective working relationships with elected officials, department heads, supervisors, co-workers, and the general public.
- Skilled at operating equipment, hand, and power tools.
- Ability and willingness to follow safe practices and procedures and attend training as required or requested.

Preferred Knowledge and Skills:

- Substantial general maintenance experience.

Maintenance Worker I

- Ability to read blue prints and estimate cost of maintenance repairs.

Required Education and Experience:

- High School graduate/GED.
- Training or previous experience in maintenance and repair work (e.g., basic electricity, plumbing, carpentry, masonry repair, and use of associated hand and power tools and equipment).
- Possess/obtain valid Ohio driver's license within 30 days of appointment

Preferred Education and Experience:

- Valid Ohio commercial driver's license.

Miscellaneous:

- Preference may be shown to a Huron County resident or neighboring county resident so as to be able to respond quickly to after-hours or emergency calls.

Work Environment:

Must be able to lift 50 pounds and perform physical labor. Must be able to lift, bend, stoop, push, pull, walk, stand, sit, and squat. Must be able to place and climb ladders. Must be able and willing to work at heights and on roofs. Must be able to work in confined spaces. Must be able to plow and shovel snow. Must be able to complete yard work as needed, such as mowing, trimming, and landscaping. Must be able to see, hear, communicate, touch, feel, grasp, turn, and manipulate small tools and equipment or be able to perform the essential functions of the position with reasonable accommodation. Must be able to work under various climate and weather conditions, including heat, cold, snow, ice, and sometimes wind or rain. Must be willing and able to respond to after-hours or emergency calls within a reasonable amount of time. Must be able to perform all essential duties with or without reasonable accommodation.

Huron County Board of Commissioners

Approved: _____ Date: _____

Employee: _____

Date placed in employee's file: _____