

Maintenance Worker II

HURON COUNTY COMMISSIONERS OFFICE, JOB POSTING

Position Title: Maintenance Worker II
Reports to: Huron County Buildings and Grounds Supervisor
Status: Bargaining- AFSME, Ohio Council 8, Local 710
FLSA Status: Classified/ Non-Exempt
Hours: Full-time
Revision Date: 4/1/2024

Job Summary: The Maintenance Worker II is responsible for complex repairs and maintenance tasks as part of the Huron County Buildings and Grounds operations. This position may also function as a working supervisor at times. The incumbent will receive direct supervision from the Buildings and Grounds Supervisor and will complete all tasks as assigned in a timely and professional manner.

Starting Wage: \$19.00/ hour

Benefits:

- Health and dental insurance
- Paid vacation and personal time
- Eleven (11) paid holidays
- Fifteen (15) accrued sick days per year
- Retirement Pension
- Public Student Loan Forgiveness Eligible Employer
- Life Insurance Policy

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). Work may require the use of hand or power tools.
- Performs maintenance, replacement, minor installation, and repair of electrical equipment (e.g., light fixtures, electrical outlets, switches, motors, appliances, electrical circuits, fire and other security alarms, and meters.
- Performs rough and finished 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.

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- Operates machine tools to make repairs to metal parts and equipment as well as performing maintenance and repairs on other general equipment owned by the County.
- Performs interior custodial duties and exterior grounds-keeping duties, including snow removal, when required.
- Notifies supervisor of needed repairs or malfunctions.
- Ensures that reports, logs, and forms are completed in a timely manner.
- Provides support for operating and servicing boilers.
- Completes all tasks as assigned in a timely manner.
- Must be able and willing to be on call and work overtime as needed.
- Performs building checks during designated hours.
- Assembles, repairs, and moves office furniture.
- The person holding this position is required to be qualified to drive a county vehicle, and may also be required to take the vehicle home in order to respond to any after-hours emergency or other situation. The vehicle assigned to the person holding this position is not to be driven for any personal purpose or use.
- Performs other functions and related duties as requested or assigned.
- Maintains regular and predictable attendance.
- Develops and maintains effective working relationships.

Preferred Knowledge and Skills:

- Better than working knowledge of heating, plumbing and air conditioning.

Required Education and Experience:

- High school graduate/GED.
- Possess or obtain a valid Ohio driver's license within thirty (30) days of appointment.
- Training and previous experience (at least five years) in maintenance and repair work (e.g., basic electrical circuitry and controls, plumbing and pneumatic controls, carpentry, masonry repair, mechanical as well as use of associated hand and power tools and equipment).
- General knowledge of building and grounds maintenance, methods, tools, materials, and supplies.
- Knowledge of small engine maintenance.
- Demonstrated knowledge of construction and safety practices and procedures.
- Ability to work under minimal supervision, but also as part of a team.
- Ability to follow oral and written instructions and to communicate effectively orally and in writing.
- Skilled at operating equipment, hand, and power tools.
- Ability to read blue prints and offer cost estimates regarding necessary repairs.
- Ability and willingness to follow safe practices and procedures and attend training as required or requested.

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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. 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 willing to work around criminal offenders. Must be able to perform the essential functions of the position with or without reasonable accommodation.

HOW TO APPLY:

If interested submit Resume and Employment Application to Lara Hozalski, Deputy Director of Human Resources, 12 E. Main Street, Suite 513 or hrdirector@huroncounty-oh.gov

You can find our application at: <https://www.hccommissioners.com/employment-opportunities/>.

Deadline: Until filled.

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