

DARKE COUNTY COMMISSIONERS

POSITION DESCRIPTION

An Equal Opportunity Employer

Position Title: Maintenance Worker

Civil Service Status: Classified

Reports to: Maintenance Supervisor

FLSA Status: Non-Exempt

JOB RESPONSIBILITIES: Under direction, the Maintenance Worker performs general and preventative maintenance duties.

WORKING CONDITIONS:

- Must be able to respond to emergency calls twenty-four (24) hours a day
- 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 safety training

ILLUSTRATIVE DUTIES

Facilities Maintenance

- Repairs electrical malfunctions
- Installs and replaces light fixtures, bulbs, switches, and plugs
- Installs and maintains cameras, monitors, locking systems, security lighting and other related fixtures
- Assembles, installs and repairs plumbing pipes, fixtures and fittings and opens clogged drains
- Performs repairs to heating systems and air conditioning units
- Installs drywall and paint walls, ceilings and building exteriors, as needed
- Repairs walls, ceilings and floors
- Performs small cement jobs
- Repairs and cleans windows
- Repairs roofs, as needed
- Performs preventative maintenance
- Maintains records of maintenance activities
- Orders and picks up maintenance supplies, as needed
- Moves furniture and records, as needed
- Assembles specifications for maintenance and repair projects
- Obtains estimates for maintenance repairs and projects
- Maintain inventory of equipment and maintenance and cleaning supplies

Groundskeeping

- Sweeps walkways and picks up and disposes of trash
- 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 small trees with chain saw
- Plows and shovels snow and spreads salt for ice control

Miscellaneous

- Performs additional duties and assignments, as requested

QUALIFICATIONS:

- High School diploma, and
- Minimum two (2) years experience in building maintenance and repair, with working knowledge of plumbing, electrical repair, carpentry and HVAC
OR
- An equivalent combination of education, training and experience
AND
- Valid Ohio driver’s license and an acceptable driving record

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
- Project specification requirements*
- Building safety requirements
- Supervisory methods*
- Employee training methods

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 co-workers
- Establish performance standards
- Identify employee strength and weaknesses
- Ensure the quality of work as measured against established standards
- Maintain a positive work environment
- Define problem, collect data and draw valid conclusions

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent’s supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature

Appointing Authority Signature

Print Name Employee

Print Name Appointing Authority

Date

Date