

SANDUSKY COUNTY

CLASSIFICATION SPECIFICATION

An Equal Opportunity Employer

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|---------------------|-----------------------------|------------------------|-------------|
| Agency: | County Engineer | Unit: | Engineering |
| Name: | | Position Title: | |
| Class Title: | Building Maintenance Worker | Class Number: | 61121 |

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|--------------------|----------------------------|------------------------------|------------|
| Dept./Div.: | County Engineer | Civil Service Status: | Classified |
| Reports To: | Road Superintendent | Employment Status: | Part-time |
| Pay: | Annual per County Engineer | FLSA Status: | Non-Exempt |

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education plus one year of experience in building maintenance and repair, principles of electricity, plumbing, carpentry, or equivalent combination; must be able to lift of 50 lbs. frequently.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license with acceptable driving record.

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

Light truck, snowplow, tractor, lawn mower, trimmers, hand tools, power tools, vacuum, buffer, scrubber, and other equipment for building repair.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

For purposes of ORC 4167.

Periodic - Exposure to hazardous chemicals. Exposure to severe weather, dust, electrical hazards

Frequent- Exposure to sever weather, exposure to dust and electrical hazards; travels to and gains access to work site

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 Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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| Name: | | Position Title: | |
| Class Title: | Building Maintenance Workers | Class Number: | 61121 |
| Supervisor's Title: | Road Superintendent | Number: | |

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

40% (1) Performs routine and semi-skilled custodial tasks (e.g. sweeps, dust mops and wet mops floors, washes wall, windows, doors, woodwork, etc.); replaces light bulbs; cleans and sanitizes bathrooms; dusts and polishes furniture, moves and rearranges furniture; empties trash receptacles; delivers stock to various locations within the facility; picks up supplies as necessary; cleans and maintains general orderliness of office area. Maintenance area, sign shop, storage buildings etc.

(1) **Knowledge of:**(a); (b); (c); (f)
 Skill in: (g); (h);
 Ability to: (i); (j); (k); (l); (m); (n); (o)

30% (3) Operates light motorized equipment (e.g. tractor, trucks, lawn mowers and plows); cuts grass; cleans sidewalks, trims bushes; rakes debris; hauls dirt; performs landscaping work; shovels snow; performs snow and ice control activities; maintains County grounds.

(3) **Knowledge of:**(a); (b); (f)
 Skill in: (g); (h);
 Ability to: (i); (j); (k); (l); (m); (n); (o)

20% (2) Assists in performing minor carpentry, plumbing and electrical repairs; scrapes, primes and paints building and offices; cleans and routs drains; cleans gutters, air conditioning and heating equipment; washes, vacuums and details vehicles; secures building by locking doors, closing windows and setting alarms; attends to flag; log and complete work orders and maintain written records and reports.

(2) **Knowledge of:**(a); (b); (c); (d); (e); (f)
 Skill in: (g); (h);
 Ability to: (i); (j); (k); (l); (m); (n); (o)

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10% (4) Operates high-speed buffer, power scrubber and wet-dry vacuum for stripping, waxing and buffing facility floors; cleans and deodorized carpet.

- (4) **Knowledge of:** (a); (b); (c); (f)
Skill in: (g);
Ability to: (i); (j); (k); (l); (m); (n); (o)

OTHER DUTIES AND RESPONSIBILITIES:

Performs manual labor with heavy lifting and exertion in adverse weather condition as well as perform all other duties as required. Required to perform job duties in a reasonable, productive, efficient, and economical method.

MINIMUM ACCEPTABLE CHARACTERISTICS:

- Knowledge of:** (a) Building and maintenance methods, equipment, and materials; (b) safety procedures; (c) basic principles of electricity; (d) plumbing; (e) carpentry; (f) cleaning methods, materials and techniques
- Skill in:** (g) operating motorized vehicle and equipment; (h) grounds keeping
- Ability to:** (i) perform heavy manual labor for extended periods of time; (j) operates/utilizes power and hand tools; (k) follow oral and written instructions, (l) diagnose malfunctions and initiate proper repair methods; (m) lift at least 50 lbs.; (n) communicate effectively; (o) complete routine documents and forms