

PICKAWAY COUNTY BOARD OF COMMISSIONERS

POSITION DESCRIPTION An Equal Opportunity Employer

POSITION TITLE: Maintenance Worker I (Sheriff's Office)

DIVISION: Maintenance Department

CIVIL SERVICE STATUS: Unclassified, FLSA non-exempt

EMPLOYMENT STATUS: FT/Reg

REPORTS TO: Deputy County Administrator / Maintenance Supervisor

CRITICAL CHARACTERISTICS:

- Patient
- Pleasant
- Efficient
- Accurate
- Ability to manage multiple tasks simultaneously.
- Ability to work independently.
- Demonstrates regular and predictable attendance.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Performs routine building maintenance work as required, including but not limited to replacing and/or repairing light fixtures and bulbs or ballasts; hanging pictures, peg boards; repairing, modifying and/or assembling office furniture, etc.
- Cleans, clears and sweeps exterior walkways, parking lots, porches, steps, etc. of leaves, litter, snow, ice and other debris.
- Collects and loads trash and debris; delivers to established dump sites.
- Cleans and cares for tools and equipment.
- Assists in semi-skilled maintenance, replacement, minor installation and repair of plumbing equipment (water lines, sewer pipes, trap fittings, plumbing fixtures, HVAC).
- Performs carpentry work involving semi-skilled maintenance, alteration and/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 locks and window air conditioners.
- Assists in painting and/or performs minor painting of fixtures and buildings.
- Assists exterior grounds keeping duties; removes snow and ice from sidewalks and parking lots.
- Moves furniture upon request.

- Delivers goods and supplies to various departments as requested.
- Collaborates with a team of workers and other professionals during renovations and facility expansions.
- Report to maintenance supervisor regarding issues resolved, those needing attention, and those currently in progress.

POSITIONS SUPERVISED:

None

QUALIFICATIONS:

High School Diploma or GED and any combination of education, training, and experience which provides the necessary skills, knowledge, and abilities to perform the work of this job. Other requirements include:

- Ability to add, subtract, multiply, and divide whole numbers.
- Must become familiar with departmental policies and procedures, office practices and procedures, county personnel practices and procedures, governmental structure and process, Civil Service laws, rules and regulations.
- Can communicate effectively, develop and maintain effective working relationships with associates, supervisors, officials and the general public, exercise sound judgment, maintain accurate records, interpret general instruction, and prepare meaningful, concise and accurate reports.
- Have ability and commitment to work with the public.
- Have knowledge of basic methods, techniques and tools used in building and grounds maintenance including hand and / or power tools and equipment.
- Understand and have knowledge of applicable safety regulations and precautions.
- Have knowledge of basic carpentry, plumbing, masonry and electrical repair techniques, refrigeration units, heating and cooling units, water softeners, electric doors, control panels, cleaning equipment, painting materials, and electric lifts.
- Must be able to work independently.
- Must be able to use an iPad in conjunction with MaintainX; work order reporting system.

EQUIPMENT OPERATED

Motor vehicles, computer, printer, telephone, copy machine, intercom system, two-way radio, power and hand tools, lawn and other small tractors, and other gas-powered devices, computer tablets, full size truck with trailer, snow removal equipment, gates, shredder.

ADDITIONAL WORKING CONDITIONS/ PHYSICAL DEMANDS

- 24/7 on-call responsibility.
- Evening/weekend assignments may be required.
- May be required to report for disasters, emergencies, drills, exercises, or other critical events.
- Travel within the County and to neighboring counties may be required.
- May be required to drive in inclement weather.
- May require working in adverse weather conditions for long periods of time (over one hour). Conditions include, but are not limited to temperatures below 32 degrees, temperatures exceeding 100 degrees, rain, snow and ice.
- May be exposed to noise, vibration, physical hazards, oil, fumes, odors, dusts, mists, gases poor ventilation, and bloodborne pathogens.
- May require working in rough terrain, climb ladders / steps, and working in confined spaces.
- Requires physical ability for lifting up to seventy-five (75) pounds; ability to work for extended periods of time.
- May have contact with hostile and dangerous inmates.
- Protective clothing such as gloves and boots may be required.

LICENSURE OR CERTIFICATION REQUIREMENTS

- Valid Ohio Driver's License
- Insurability under the County's Motor Vehicle Policy.
- Background Check
- Polygraph Examination

PRIMARY REPORTING / WORK LOCATION

- Pickaway County Sheriff's Office / Jail, 600 Island Road, Circleville, Ohio 43113.